

## Nutrition Site Manager

**General Duties:** The Nutrition Site Manager performs a variety of duties regarding the operation of a congregate and home delivered meals. Accepts delivery of food from the caterer and records food temperatures. Must utilize sanitary procedures in food handling according to policies and procedures for food preparation and safety requirements as established by the North Carolina Division of Aging, and Nutrition Standards. Checks home delivered carriers before delivery, serve meals to the congregate. Ensures the general appearance of site is clean and conducive for meal service and pass Environmental Health Inspections. Coordinates activities and programs for participants such as nutrition education and recreational activities. Keep client's registration forms of each participant on file and update as needed. Responsible for collecting donations from clients. Must place food order to caterer. Responsible for home delivered meals being delivered each day. Responsible for recruiting volunteers for delivery, if volunteers are not available, site manager is responsible to deliver. Must maintain accurate records for monthly reports. Continually reaching out to people in the community to encourage them to participate in the nutrition program (Out Reach Programs). Must have good written and oral communication skills, great with computer skills, must be organized and complete work in a timely manner. Knowledge of physical, mental, and emotional needs of the elderly. This position reports directly to the Senior Center Director and performs other duties as assigned.

**Minimum Qualifications:** Associate's Degree and two years' experience in human services and recordkeeping preferred or equivalent combination of education and experience.