

NUTRITION PROGRAM SUPERVISOR

DEFINITION

Under limited supervision, plans, coordinates and provides direction for a specialized public health nutritional program; facilitates delivery of other social services to the elderly; provides responsible staff assistance to the Department Director; develops the budget for the nutrition program; supervises and evaluates assigned staff; performs related duties as required.

CLASS CHARACTERISTICS

This professional class provides supervision for staff and volunteers engaged in specialized nutritional program services. The incumbent is a division head reporting directly to the department director and is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective division operations.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Plan, organize, direct, and review the activities of the Ridgecrest Nutrition Program, which includes both congregate and home delivered meal services; performs nutrition assessments and dietary counseling for program participants.

Oversees nutrition program operations, including food preparation, delivery systems, and sanitation and safety activities; plan menus to assure compliance with State regulations; conducts in-service training for staff and volunteers on nutrition.

Plans, organizes, supervises and evaluates the work of staff; assists in making selections; provides training and takes corrective action as necessary; maintains personnel records and other administrative records related to the nutrition program.

Prepares annual budget requests and monitors expenditures; prepares, organizes and submits monthly budget reports, statements and invoices for payment to Kern County; approves the purchase of program supplies; prepares monthly reports as required; maintains applicable fiscal records of program activities.

Prepares grant applications for the project and ensures that grant requirements are met; prepares and negotiates contracts, letters or agreement, memoranda of understanding, and other documents for programs operations; complies with Federal, state and county regulations pertaining to health, safety and sanitation inspections and records.

Conducts fund raising for the program; including public speaking and other public relations activities; provides for the economical acquisition of resources for the program, including facilities, supplies (including food), and equipment; maintain inventory records.

Coordinates with other service agencies to assist senior citizens; meets with community organizations to promote program participation and support

Assesses the need for and schedules necessary maintenance and repairs to facilities, equipment and vehicles.

Represents the City in relations with the community, advisory committees, local, county, state, and federal agencies, other Parks and Recreation departments, and professional organizations.

QUALIFICATIONS GUIDELINESEducation and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include a bachelors degree from an accredited college or university in food service management, nutrition, business or public administration or a closely related field and three years of increasingly responsible administrative and operational experience including some experience in supervision, geriatric nutrition, and/or community nutrition.

Knowledge, Skills, and Abilities

Considerable knowledge of the principles and practices of nutrition, including nutritional problems of a variety of age, cultural, social and economic groups; applicable regulations and guidelines governing state and federally funded nutrition programs; principles of program planning development and implementation; basic budgeting principles and practices; basic supervisory principles and practices; principles and practices of grant application and proposal preparation; principles and practices of food service management; financial record keeping; basic accounting; fund raising techniques.

Ability to plan, organize, and coordinate division activities; prepare and present reports; communicate effectively both orally and in writing; deal constructively with conflict and develop effective resolutions; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships; supervise assigned staff; maintain liaison with public and private agencies; use a computer and a variety of software programs; plan, develop and implement specialized nutritional programs; conduct effective training; evaluate program progress and effectiveness; perform nutrition assessments, determine nutritional requirements and provide counseling; work with a wide variety of socio-economic groups.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Receive satisfactory results from a background investigation, physical examination and administrative screening which meet the established qualification standards.

PHYSICAL PROFILE: I, 1,3,4,5,6,7,8,12,18,19,20

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