

ORANGE COUNTY CLASS SPECIFICATION

TITLE: NUTRITION PROGRAM DIRECTOR **GRADE:** 15

TITLE ABBREVIATION: NUTR PROG DIR **TITLE NO.:** 6445

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** OA **FLSA CODE:** AD

DEPARTMENT: OFFICE FOR THE AGING **DIVISION:** SR. DINING

SUPERVISOR'S TITLE: DIRECTOR, OFFICE FOR THE AGING

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving planning, organizing and evaluating the Senior Dining Program for the elderly of Orange County. The Director administers the Senior Dining Program to meet dietary, fiscal and programmatic requirements of the program's funding sources. Duties are performed under the general supervision of the Director, Office for the Aging, with leeway allowed for exercise of initiative and independent judgement in carrying out administrative and technical professional details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Directs the entire senior dining program including supervision and scheduling of Nutrition Program Supervisor, site managers, kitchen staff, couriers and office staff assigned to the dining program;
2. Determines requirements and coordinates the purchase of foods, supplies and equipment and maintains inventory records;
3. Oversees every aspect of production from raw material, preparation, cooking, packaging, storage and delivery of the meals;
4. Collaborates with Registered Dietician for menu planning and analysis;
5. Evaluates program operations and recommends and implements approved changes in organization and procedures as required to meet program objectives;
6. Researches, plans, organizes and supervises special and on-going projects of the Senior Dining Program;
7. Manages the program's budget and provides data for financial and analytical reports for preparation by the fiscal department;
8. Acts as an Office for the Aging Senior Dining Program liaison with municipalities, community organizations and Meals-on-Wheels programs;
9. Supervises program monitoring for compliance with federal, state and local regulations;

10. Trains staff and volunteers to notice signs and changes of seniors physical, mental and environmental conditions;
11. Travels to congregate dining sites for purposes of monitoring and evaluating staff and operation of the sites;
12. May be responsible for the preparation and cooking of a variety of food items as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods and materials used in large scale food preparation and services; good knowledge of eating habits, nutritional needs and food interests of the elderly; ability to teach and train personnel assigned to food service work; ability to plan and supervise the work of others; ability to communicate clearly and effectively both orally and in writing; ability to organize and direct a complex program; tact; good judgement; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelor's Degree or higher in nutrition, dietetics, restaurant management or related field and two (2) years experience in nutrition program administration or as a food service manager or supervisor in a hospital, senior citizen center, school lunch program, day care center, assisted living or extended care facility or similar facility, one (1) year of which must have been in a supervisory capacity; OR
- (B) Associate's Degree or higher in nutrition, dietetics, restaurant management or related field and four (4) years of experience as outlined in (A) above, one (1) year of which must have been in a supervisory capacity.

NOTE: Possession of a valid registration as a Dietitian from the Commissions on Dietetic Registration of the American Dietetic Association may be substituted for one year of the required experience.

SPECIAL REQUIREMENT: Must possess the ability to fulfill the travel requirements of field assignments.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.