

ORANGE COUNTY CLASS SPECIFICATION

TITLE: NUTRITION PROGRAM SUPERVISOR **GRADE:** 10

TITLE ABBREVIATION: NUT PRO SPVSR **TITLE NO.:** 6480

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** SM **FLSA CODE:** NE

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

SUPERVISOR'S TITLE: NUTRITION PROGRAM DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing the daily operation of County and subcontracted sites for the Senior Dining Program. Responsibilities include ordering, inventory and distribution of all food and non-food supplies for all dining sites and the Home Delivered Meal Program and supervision of Chauffeurs and staff assigned to the Dining Sites. Work is performed under the general supervision of the Nutrition Program Director with leeway permitted for the exercise of independent judgement in planning and carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the daily activities of meal preparation, meal delivery and supply procurement for county Senior Dining sites and subcontractors and the Home Delivered Meal Program;

Visits sites on a scheduled basis to ensure that sanitation, housekeeping and safety, federal, state and local regulations are in compliance; prepares an evaluation report for submission to the Nutrition Program Director relative to violations and actions to be taken;

Monitors and implements changes in the home delivered meal routes to ensure compliance with federal, state and local regulations;

Maintains inventory of food and non-food supplies and arranges for monthly requisitions, delivery and storage of supplies;

Prepares non-food supply bids;

Recommends staff training needs and assists with the in-service education program for employees at the Dining Sites under the guidance of the Nutrition Program Director;

Approves leave requests , maintains work and vacation schedules and secures adequate staff in case of absenteeism;

Prepares a variety of records and reports;

Attends conferences and workshops.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern methods and materials used in large scale food preparation and services, particularly as they relate to food service for the elderly; good knowledge of eating habits, nutritional needs and food interests of the elderly; good knowledge of federal, state and local regulations as they relate to Senior Dining Sites and Home Delivered Meal routes; working knowledge of governmental purchasing practices; ability to maintain accurate records; ability to plan and schedule the work of others; ability to communicate clearly and effectively, both orally and in writing; organizational skills; initiative; resourcefulness; tact; courtesy; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Associate's Degree in Restaurant Management or Food Service Management and two (2) years full-time paid experience in the management of a large scale food service establishment which shall have involved supervision and scheduling of staff and inventory and ordering of supplies; OR
- (B) Completion of 60 credit hours and three (3) years of experience as outlined in (A); OR
- (C) Graduation from high school and four (4) years full-time paid experience as listed in (A) and (B); OR
- (D) An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

SPECIAL REQUIREMENT:

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

NOTES:

- Large scale food service establishment is any commercial, institutional or not-for-profit establishment or program which employs a minimum of 25 employees.
- Your degree or credits 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 or credits were 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.