

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: Site Manager Nutrition Program

TITLE #: 1633

DISTINGUISHING FEATURES OF THE CLASS: This position involves the day-to-day supervision and operation of site locations operated by the Orange County Nutrition Program. It includes the responsibility for the preparation and serving of the noon time meal to the elderly. Work involves responsibility for cleanliness of the dining site, assembly of the elderly; supportive services and supervision of personnel and volunteer personnel. Employees in this class work under the direct supervision of the Director, Nutrition Program. Day-to-day supervision is exercised over a cook, cleaner, and volunteer food service employees. **Does related work as required.**

TYPICAL WORK ACTIVITIES:

Supervises the site staff in the preparation of noon time meals for the elderly. Organizes and supervises the activities of volunteers who assist in the serving of the meals to the elderly. Maintains work schedules, time records, and makes recommendations to Director on staffing and operation problems;

Follows budgetary guidelines, purchases raw food supplies and arranges transportation for the elderly; maintains records of purchases, fiscal matters, and payroll;

Responsible for the implementation of supportive services and after meal programs for the elderly;

Prepares and submits evaluation report to Director regarding operations and activities of the site;

Inspects area for sanitation and safety ensuring adherence to essential rules; oversees the cleaning of the area;

May attend conferences, meetings, workshops, etc. that pertains to the elderly and nutrition program.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of food service operations; knowledge of dietetics; ability to effectively supervise the work of others in the performance routine food service and cleaning duties; ability to follow oral and written instructions; ability to get along with others; ability to work with older persons as well as sensitivity to their problems; initiative and resourcefulness; good physical condition.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school **or possession of a high school equivalency diploma** and two years of satisfactory experience in food preparation and service; OR
- B. Completion of two years of college work with concentration in dietetics, nutrition or food service courses; OR
- C. Two years of experience in either community relations programs or administration of community agencies; or administrative or managerial business experience; or volunteer groups; OR

JURISDICTIONAL CLASSIFICATION: Non-competitive

ADOPTED UNKNOWN

REVISED 9/16/76

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