



Sample Job Description – Nutrition Site Manager

Job Title

Nutrition Site Manager

Reports To

AAA Coordinator

Job Summary

Are you passionate about helping older adults in our community live healthier lives? Consider joining our team at [organization]! We provide nutritious meals and fun activities for older adults in [name of their city/community] on [weekdays/weekends or whatever]. [Organization] is currently hiring a Site Manager. The Site Manager is responsible for the day-to-day social services, activities and meals provided at our senior center while ensuring these programs and meals are meaningful. This position will provide direct supervision to kitchen staff and the meals they provide. It will be administrative in nature with duties including menu planning, record-keeping, public speaking, meeting attendance, budgeting and training staff and senior volunteers. The position is responsible for supporting the AAA Coordinator in the completion of their duties.

Duties and Responsibilities

- Develop and implement meaningful activities and meals for the senior center
- Ensure all meals provided meet Senior Nutrition Program Dietary Guidelines
- Provide clear oral and written communication to staff, volunteers and seniors of our program
- Oversee kitchen staff to ensure the kitchen is maintained and sanitary as required by local health codes
- Maintain the rules and regulations set forth by the state and local authority

- Keep attendance records and program statistics and prepare monthly reports as requested
- Handle all public relations and promotions pertaining to the site as pre-approved by the AAA Coordinator
- Correspond with special interest groups such as schools and churches on available volunteer opportunities
- Publish a monthly newsletter and menu
- Set up financial goals for senior programs and work towards maintaining highest income possible
- Keep all files and records up to date and keep current on new programs, techniques and equipment
- Hold regular staff and volunteer meetings
- Schedule appropriate staff and volunteers for all special programs and activities
- Work with various departments of the AAA to meet food service needs
- Order food and supplies in a timely fashion based on menu requirements
- Maintain accurate inventory of food, supplies and equipment; all food must be properly stored, labeled, and rotated on shelves
- Perform other tasks that may be required

Requirements

- Ability to maintain current programs and develop new programs
- Ability to work independently with good judgment
- Knowledge of geriatrics and current trends in older adult services
- Ability to obtain a ServSafe certification
- Ability to obtain First Aid and CPR certificates and cards
- Ability to plan and develop appropriate menus that are well balanced and nutritious as mandated by the AAA and State
- Ability to evaluate kitchen and cooking skills of others and arrange necessary training

Preferred Qualifications

- Ability to relate well with older adults
- Bilingual

Physical Requirements

- Ability to sit, walk, stand, bend, squat, climb, kneel and twist on an intermittent or sometimes continuous basis
- Ability to grasp, push and pull objects such as files, file cabinet drawers and reach overhead
- Ability to operate a telephone
- Ability to lift 25 lbs.

Salary Range

- This position pays [\$X-\$X], based on experience
- This position comes with [XX] benefits

Source: Santa Clara County, CA job descriptions

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