

		Nutrition Services Director Job Description / Physical Requirements and Potential Hazards	
Supervisor(s): Executive Director FSLA Status: Exempt Supervises: SN Coordinator; SN Site Coordinator; Nutrition Cook; Kitchen Asst.; Mealsite hosts, and Warehouse/delivery.	EEOC code: L & I code:	Effective Date: 02/2020 Revision Date: 02/2020	Requirements: Bachelor's in human service and experience in human services agency, or combination to perform the job; food worker's card; background check

SUMMARY

Plans, organizes, coordinates and develops OlyCAP Nutrition Programs: Senior Nutrition (Congregate and Home Delivered meals; Senior Farmer's Market Nutrition Program), Food Bank Operations (Emergency Food Assistance Program, The Emergency Food Assistance Program, Commodity Supplemental Food Program), and Basic Food Outreach. Oversees community centers operations.

ESSENTIAL JOB FUNCTIONS:

Manages assigned programs to achieve goals within budgeted funds and available personnel; plans and organizes workloads and staff assignments; reviews progress, and directs changes in priorities and schedules as needed to assure work is performed in a timely and efficient manner according to appropriate guidelines, procedures, and regulations.

Provides planning, leadership and direction and develops short and long-range plans; gathers, interprets and prepares data, and coordinates programs with other departments, governmental agencies, and local community agencies.

Works with assigned staff to oversee budget preparation and fiscal monitoring thereof.

Maintains the financial well-being of assigned programs by researching funding sources, developing and writing proposals, performing cost control activities and monitoring contract spending; approves program expenditures; assures the efficient and economical use of program funds, personnel, material, facilities and time; prepares and submits required funding requests and reports.

Researches, recommends, plans and coordinates program or service changes; reviews and evaluates programs; negotiates contracts; monitors new programs or services and assures contract compliance.



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Establishes work rules, safety requirements and performance standards.

Conducts or oversees performance evaluations, and initiates and implements corrective and disciplinary actions as warranted.

Establishes and implements policies, procedures, and standards for the efficient, safe and effective operation of assigned programs.

Monitors service provision to assure operational compliance with applicable rules and regulations.

Directs the development and maintenance of systems and records that provide for the proper evaluation, control and documentation of assigned operations.

Prepares or oversees the preparation of reports and directs the resolution of problems or emergencies affecting the availability or quality of services.

Responds to the most sensitive or complex inquiries or service complaints.

Promotes assigned programs and services; maintains contacts in service area communities; attends various public meetings and makes presentations to increase public awareness of programs; acts as resource person for the media regarding programs and services.

Provides program and agency representation by participation in various committee, organization and local, state, and national agency meetings to exchange information, provide guidance and input, and to remain up-to-date on current program developments.

Coordinates and plans fundraising activities.

Performs other duties as assigned.



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KNOWLEDGE SKILLS AND ABILITIES:

Knowledge of community-based human services principles and practices.

Thorough knowledge of, or ability to learn, federal, state and local policies, procedures, and regulations applicable to program areas.

Knowledge of assigned programs, principles and practices.

Ability to communicate effectively, both orally and in writing.

Knowledge of modern principles and practices of management and supervision.

Ability to develop and implement short and long-range plans to meet program needs.

Ability to plan, organize and oversee assigned programs, including budget development, monitoring budgets, and evaluation of the work of subordinates.

Ability to establish and maintain effective working relationships with subordinates, staff, outside organizations, and the general public.

Ability to perform social and economic research and development, grant writing and grant management, and seeking donations from funders.

QUALIFICATIONS:

Bachelors of Arts/Science degree in a human service related field, and two years of experience working for a human services agency (nonprofit or government), and two years of experience in a position requiring the application of nutrition principles; one year supervisory experience; minimum two-year program management experience;

Or any combination of education and experience which would provide the applicant with the desired skills, knowledge and abilities required to perform the job.



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Valid Washington State driver's license, must have reliable transportation.

Food workers card.

Provide proof of current automotive insurance as required by Washington State

Must be able to pass a criminal background check.



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PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position that can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present, but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting				X	
Walking				X	
Standing				X	
Running	X				
Bending or twisting		X			
Squatting or kneeling		X			
Reaching above shoulder level		X			
Climbing (e.g. ladders)	X				
Driving cars, light duty trucks					X
Driving heavy duty vehicles	X				
Using foot controls					X
Repetitive motion of hands/fingers					X



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Grasping with hand, gripping				X	
Lifting/carrying 10-25 pounds			x		

	NA	NE	O	F	C
Lifting/carrying 26-50 pounds		X			
Lifting/carrying more than 50 pounds	X				
Pushing/Pulling		X			
Work in/exposure to inclement weather	X				
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes	X				
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases	X				
Exposure to blood, body fluid, or potentially contaminated materials	X				
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)	X				
Exposure to electrical current	X				
Seeing objects at a distance		X			
Seeing objects peripherally		X			
Seeing close work (e.g., typed print)				X	
Distinguishing colors		X			
Hearing conversations or sounds				X	



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Hearing via radio or telephone				X	
Communicating through speech				X	
Distinguishing odors by smell		X			
Distinguishing tastes		X			
Exposure to wild/dangerous animals	X				

	NA	NE	O	F	C
Exposure to insect bites or stings	X				
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people			X		
Other:					
Other:					

Other physical or mental requirements of this position that have not been addressed above?

I have read, understand and am able to perform the essential job functions; and physical requirements and potential hazards of this position with or without reasonable accommodation.

 Employee Signature

 Date