

Upper Cumberland Human Resource Agency

Job Description

Nutrition Site Manager

Classification: Non-Exempt
Department: Field Operations/Nutrition
Reports to: Nutrition Project Director
Salary Grade: H (*Salary may be less than minimum amount listed dependent upon financial restraints of the agency.*)
Job Group: 8
Census Code: 4030
2010 SOC Code: 35-1012
Employment: At Will

MAJOR DUTIES AND RESPONSIBILITIES

- To serve as manager of the nutrition services and to insure compliance with Federal and State regulations and policies and procedures set forth by the Agency.
- To serve meals in accordance with prescribed regulations.
- Maintain a reservation system and order meals and supplies according to reservation requirements.
- To account for all meals received and served to eligible participants.
- Maintain all records and file reports in a timely manner.
- To account for contributions from eligible participants and follow procedures for money received.
- To post all required data as prescribed by the Agency.
- To coordinate delivery of home delivered meals with volunteers and staff.
- To assure only eligible participants receive the meals that are prepared and served.
- To recruit volunteers to assist in meal service and clean up of meal site area after meal service.
- To assure that the food service area is clean and sanitary for serving the food.
- Other duties as assigned.

SKILLS/QUALIFICATIONS

- Knowledge of practices of management and the ability to apply these practices.
- Ability to effectively deal and communicate with the elderly and recognize their needs.
- Ability to fill out forms and reports.
- To be able to establish and maintain a harmonious working relationship between all components of the program.

ESSENTIAL FUNCTIONS

- Good verbal and written communication skills.
- Detail oriented.
- May be required to sit for prolonged periods of time.
- Ability to multitask.
- Function and complete job duties within an office environment.
- Pass a background check for employment.

Americans with Disability Specifications

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs;

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balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.

The noise level in the work environment is usually moderate.

General Sign Off:

The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Signature: _____ Date: _____