

[Go Back](#)

NASSAU COUNTY

**Title : NUTRITIONAL PROGRAM SITE
MANAGER**

SCHOOL DISTRICTS

Code: 220180 MJA

CLASS SPECIFICATION

Page : 1 of 2

Competitive

GENERAL STATEMENT OF DUTIES

Coordinates and directs a nutritional program for senior citizens; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of independent judgment in coordinating a nutritious meal program, and in providing supportive services for members of the elderly population at a nutrition site. Supervision is exercised over a paid and/or volunteer staff.

TYPICAL DUTIES

- * 1. Coordinates and directs a program for providing meals to elderly people.
- * 2. Coordinates supportive services, including transportation, information and referral, health and nutrition education, shopping assistance, and recreation activities.
- * 3. Coordinates an outreach program to contact senior citizens in the community who are in need of the nutritional services offered by the program.
- * 4. Supervises and trains a subordinate staff.
- * 5. Establishes and maintains communications with various departments and agencies related to concerns of the elderly population.
- * 6. Maintains records and prepares budget and reports.
- 7. Undertakes special projects, as required.

***TYPICAL ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of the basic principles of nutrition.
2. Considerable knowledge of the psychological, social, financial, and medical concern of the elderly population.
3. Knowledge of the resources and services available for counseling and assistance in these areas.
4. Ability to plan, coordinate, and direct the work of subordinate personnel.
5. Ability to establish and maintain effective working relationships with associates, subordinates, and elderly persons.
6. Ability to maintain records and prepare reports.
7. Ability to express oneself effectively, both orally and in writing.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree from a regionally accredited or New York State registered college or

university and one of the following:

1. One year of satisfactory experience in a service program for the elderly,
or
2. One year of satisfactory food management experience which involved large quantity food service in an institution and/or restaurant,
or
3. One year of satisfactory geriatric case management and/or consultative experience.

NOTE: Experience, as outlined above, in excess of the one-year requirement, may be substituted for college education on a year-for-year basis.

[Go Back](#)