



## **SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT**

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Lorry Johnson  
Personnel Officer

### *Schuyler County Job Opening*

# **Nutrition Services Coordinator**

## **Office for the Aging**

**LAST DATE TO FILE:** Until position is filled

**SALARY:** \$21.68/hr (2018 rate); \$22.33/hr (2019 rate)

**HOW TO APPLY:** Applicants **must** submit an original Civil Service “Application for Employment and/or Examination” to Schuyler County Civil Service office. **Faxed or emailed applications will not be accepted.**

**VACANCY:** At the present time, there is one full-time (35 hours/week) opening in the Schuyler County Office for the Aging. **The person hired will need to take a Civil Service test at a later date and be reachable on the list to gain permanency in the position.**

**RESIDENCY REQUIREMENT:** Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

**JOB DESCRIPTION:** The work involves responsibility for planning, directing and supervising all activities related to a nutrition program for older adults, including the delivery of nutritious and palatable meals and supportive services. The work also involves ensuring satisfactory performance of volunteers and that food services meet health and sanitation regulations. The work is performed under the direct supervision of the Director of the Office for the Aging. Immediate supervision is exercised over the work of the Cook Manager, Assistant Cook, Food Services Helper and Meal Deliverers. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Manages the day-to-day operation and carries out the administrative functions of the nutrition services component of the Office for the Aging;

Adheres to nutrition program regulations and standards to insure compliant operations of the program (i.e. participant eligibility, meal service/delivery, menu and nutrient requirements, etc.);

Provides oversight of all kitchen staff and meal deliverers;

Establishes criteria for site operation and assists site directors in meeting these criteria including training in service delivery, safety and sanitation measures, collection of program contributions, general education and recreation, and reporting;

Collects and/or oversees the collection of intake information for congregate site participants and communicates with the assigned caseworker regarding intake, assessments and re-assessments for home delivered meal clients;

Confers with other clinicians to discuss new nutrition program clients and their needs;

Provides direct oversight of the Registered Dietitian for nutrition counseling, nutrition education, menu planning and analysis, staff and volunteer training, and monitoring of the central kitchen, congregate meal sites and home delivered meal routes;

Consults with the Registered Dietician to discuss-nutritional needs of clients, nutrition education topics, and menu planning;

Confers with the Director of the Office for the Aging in determination of project sites, participant needs and trends, consumer satisfaction, program monitoring, reporting, and in the overall functioning of the nutrition program;

Insures nutrition related portion of client records in electronic data collection system is entered as required;

Becomes familiar with and adheres to fire, building, health code compliance and safety procedures;

Orders food items and related supplies or delegates to appropriate kitchen staff;

Oversees maintenance on equipment and facilities used in the nutrition programs including appliances;

Attends workshops, meetings, conferences and training sessions concerning nutritional services for older adults;

Coordinates, monitors and/or provides training to all nutrition staff and volunteers;

Aids in public relations, outreach and educational efforts including news releases;

Prepares a variety of records and reports related to the work.

**MINIMUM QUALIFICATIONS: Either:**

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in nutrition or a closely related field and one year of experience in a nutrition program or institutional food program; or
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in nutrition or a closely related field and three years of experience in a nutrition program or institutional food program; or
- C. An equivalent combination of training and experience as defined by the limits of A, B, or C above.

**SPECIAL REQUIREMENT:**

Possession of a valid New York State driver's license or otherwise demonstrate the ability to meet the transportation needs of the job.

Applications and announcements are available at [www.schuylercounty.us](http://www.schuylercounty.us) or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190  
Schuyler County...An Equal Opportunity/Affirmative Action Employer

**Date Issued:** November 19, 2018