

Nutrition Coordinator



Brunswick Senior Resources, Inc.
P.O. Box 2470
Shallotte, NC 28459

Job Description

Job Purpose:

The Nutrition Coordinator oversees and coordinates the execution of all aspects of the Nutrition Program and relative reports in the senior center, in compliance with NC DAAS Nutrition Service Standards, federal Food Safety Codes, Local Environmental Health regulations, Senior Center Operating Guidelines and, BSRI Nutrition Policies and Procedures.

MAJOR RESPONSIBILITIES

- Coordinating and Maintaining Home Delivered Meals/Meals-On-Wheels and the Congregate Lunch Program per the NC DAAS Nutrition Service Standards, Federal Food Safety Codes, Local Environmental Health regulations, Senior Center Operating Guidelines and, BSRI Nutrition Policies and Procedures, including:
 - a. Client intake documentation
 - b. Ordering, receiving, packing, and coordinating delivery of meals; serving Congregate Lunch
 - c. Planning efficient delivery routes
 - d. Training, scheduling, and maintaining volunteer base for MOW
 - e. Completing required daily reports and data entry; update and maintain required documentation
 - f. Monitoring and promoting Volunteer Consumer Contributions to the program
 - g. Train and oversee volunteers as needed for congregate and home delivered meal operations

Other Responsibilities

- Supervise and train small staff as required for Nutrition Program operations, proper food safety and hygiene practices, procedures for meal delivery, etc., such as Services Associate and Food Transporter
- Maintain client confidentiality
- Assist the Lead Cook with stock, food prep, cooking and cleanup when necessary
- Assists the senior center staff in the planning, promoting, and implementation of additional social and educational activities
- Attend required 15 hours of training for full-time staff.
- Must have own available transportation
- Other such duties as assigned by the Senior Center Director, Assistant Director, VP of Programs and Services and CEO

Skills

- High School Diploma or equivalent required. Some college preferred
- Combination of food and nutrition service knowledge, NSF, food safety and sanitation guidelines education/certifications required
- Work independently with minimal supervision
- Possess customer service and communication skills with the ability to multi-task
- Ability to lift 30-40 lbs pertaining to handling nutrition or program items
- Repetitive motion endurance required for sanitizing duties
- Must possess a valid NC driver's license

Must pass pre-hire background and drug screening

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