

# Senior Nutrition Coordinator

---

## Job Description

Senior Nutrition Program Coordinator

Job Title: MCCOA Senior Nutrition Program Coordinator

Department: Senior Nutrition

Reports to: Executive Director

Supervises: Staff and volunteer Meal Transporters, Congregate Site Coordinators

FLSA Status: Non Exempt

**PURPOSE:** To manage overall Senior Nutrition program in Manistee County, including team of volunteers, Meal Transporters, and Site Coordinators to make sure nutritious meals are delivered, caring visits and safety checks are provided to Senior Nutrition and Congregate clients in a safe and timely manner with positive client interaction, and that necessary financial and administrative tasks are completed.

### POSITION OBJECTIVES

1. To manage the overall Senior Nutrition program in Manistee County.
2. To Ensure Compliance with all requirements and standards, including adherence to temperature standards and reporting requirements.
3. Assisting with fundraising activities.

### MINIMUM Education

A minimum of a high school education. College degree in a related field is preferred. Coordinator will be expected to become Serve-Safe certified at the agency's expense.

### MINIMUM EXPERIENCE

Working with the public , in a related field, experience with nutrition, senior or vulnerable population preferred. Supervisory management experience preferred.

### ESSENTIAL Abilities

1. A commitment to the MFCCOA philosophy and mission.
2. Ability to maintain confidentiality.
3. Ability to interact positively with co-workers and clients in a non-judgement, tact and courteous manner.
4. Ability to suggest innovative approaches in completed job responsibilities.
5. Ability to work openly and cooperatively as a team member.
6. Ability to handle details.
7. Ability to work with deadlines.
8. Willingness and ability to commit the time required.
9. Ability to perform physical tasks to carry out specific job duties.
10. Valid driver's license, care insurance, and dependable transportation.

### MINIMUM SKILLS REQUIRED

1. Collaboration skills
2. Client focus and concern for the well-being of recipients.
3. Flexibility and resourcefulness

4. Composure in emergency situations
5. Positive verbal and non verbal communication and interpersonal skills with clients, families, staff, and volunteers.
6. Strong organization and management skills.
7. Leadership skills to develop and mentor staff and volunteers.
8. Must be computer literate.

#### MINIMUM SKILLS REQUIRED

1. Collaboration skills
2. Client focus and concern for the well-being of recipients.
3. Flexibility and resourcefulness
4. Composure in emergency situations
5. Positive verbal and non-verbal communication and interpersonal skills with clients, families, staff, and volunteers
6. Strong organizational and management skills
7. Leadership skills to develop and mentor staff and volunteers
8. Must be computer literate

#### Minimum Physical Expectations:

1. Physical activity that requires standing, bending, stooping, reaching and/or twisting to pack meals in a vehicle and deliver them to clients.
2. Physical activity that sometimes requires travel by car.
3. Physical activity that sometimes requires lifting over 25 lbs, but not more than 48 lbs.

#### MINIMUM ENVIRONMENTAL EXPECTATIONS

1. The Senior Nutrition Program Coordinator operates in an office setting. This position routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. The employee is also in a vehicle which always exposes them to traffic dangers.

## **Additional Requirements**

To coordinate the overall Senior Nutrition program in Manistee County.

Ensure compliance with all requirements and standards, including adherence to temperature standards and reporting.

#### Minimum Education:

A minimum of a high school education. College degree in a related field is preferred.