

THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

NUTRITION CENTER MANAGER

**Alabama Career Center
2535 Sparkman Dr. NW
Huntsville, AL
Phone: (256) 851-0537**

Or

**Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400**

MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES AND
RESPONSIBILITIES.**

SALARY \$16.45 PER HOUR

**APPLICATION WILL BE ACCEPTED THROUGH FRIDAY
MAY 7, 2021.**

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)

Limestone County

JOB DESCRIPTION

Job Title: Nutrition Center Manager

Department: Council on Aging

FLSA: Nonexempt

Grade: VII

Job Description Prepared: February 2013

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Nutrition Coordinator

Subordinate Staff: Senior Aide; Trustees

Other Internal Contacts: District Commissioner

External Contacts: General Public; Health Department; Top of Alabama Regional Council of Governments (TARCOG); Volunteers; Vendors; Local Merchants; DHR; Mental Health; Hospitals; Doctor's Offices; Local Pharmacies

Job Summary

Under the supervision of the Nutrition Coordinator, the employee is responsible for the daily operation of the Nutrition Site. Employee schedules and presents weekly programs on nutrition, health, and medical issues affecting seniors. Employee manages the delivery of hot and cold food for service to on-site and homebound clients. Employee also maintains sanitary conditions for the safety and health of volunteers and clients.

Job Domains

A. Site Operations

1. Opens and closes nutrition site daily.
2. Maintains health and safety standards; ensures site is cleaned daily.
3. Orders supplies for site operation; purchases basic supplies as needed.
4. Reports needs for facility and equipment repair; calls appropriate County department.
5. Schedules speakers for weekly programs.
6. Presents programs with material supplied on nutrition and consumer education, health and welfare information, and referral.
7. Plans social events for elderly participants such as quilting, game playing, exercise, etc.
8. Recruits clients for site; travels out into the community with organizational literature; answers questions about the program.
9. Evaluates homebound for eligibility for meal program.
10. Recruits volunteers to deliver meals to homebound clients; maintains daily contact with volunteers.
11. Distributes frozen meals on a weekly basis.
12. Checks on the welfare of homebound clients.
13. Prepares and takes meal donation deposits to the bank.
14. Organizes two field trips per year for senior participants.
15. Calls clients to inform them of status of meal in the event of severe weather.
16. Answers phone, takes messages, and gives information to the public.
17. Ensures the bathrooms are sanitized and floors are mopped.
18. Performs CPR in the event of medical emergencies as needed.

B. Record Keeping

1. Completes daily report of meals served.
2. Signs food vouchers and makes comment to condition of food upon delivery; checks temperature.
3. Submits food vouchers and participant count weekly to TARCOG.
4. Maintains updated intake forms on each participant; ensures forms are updated yearly with address, emergency contacts, and special considerations.
5. Prepares monthly activity reports.
6. Maintains and secures site bank account; makes expenditures as needed.

C. Food Services

1. Trains and supervises volunteer food servers.
2. Ensures food is maintained at the proper temperature.
3. Ensures the proper number of plates, forks, napkins, and cups are available.
4. Replaces food if incorrect temperature.
5. Prepares cold items for the day; ensures hot meals are properly sealed.
6. Follows serving instructions document.
7. Delivers food to homebound elderly when a volunteer is unavailable.
8. Sanitizes tables before and after daily meals on site.
9. Cleans containers with solution to sanitize.

D. Miscellaneous

1. Attends staff meetings and site council meetings monthly.
2. Attends State training sessions annually.
3. Attends and participates in fund raising activities for nutrition program.
4. Prepares building for use as voting precinct.
5. Receives reservations for building to be used for outside events.
6. Performs other duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County rules, regulations, and policies.
2. *Knowledge of legislation affecting the elderly.
3. Knowledge of safety and health requirements related to food service.
4. Knowledge of low impact activities for seniors.
5. Verbal skills to communicate effectively with elected officials, supervisors, peers, subordinates and the general public.
6. Math skills to perform basic mathematical operations.
7. Writing skills to neatly complete reports, vouchers, etc.
8. Reading skills to read and understand directives, written instructions, rules, etc.
9. Skills to make accurate reports and maintain records.
10. Human relations skills to effectively work with the elderly.
11. Ability to plan activities for seniors.
12. Ability to organize, prioritize and process work.

13. Ability to work with the elderly with patience and courtesy.
14. Ability to maintain a sanitary work space as well as equipment.
15. Ability to read and interpret gauges and dials to determine temperatures and amounts.

Minimum Qualifications

1. Possession of a high school diploma or GED.
2. Possession of a current and valid Alabama Driver's license.
3. Ability to work overtime to complete work within a specified time period.
4. Ability to gain and maintain CPR certification.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

Physical Demands

The work require some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.