



INTEROFFICE MEMORANDUM

CITY OF SAN BRUNO
CITY MANAGER

POSITION DESCRIPTION

Nutrition Program Manager

GENERAL PURPOSE

Performs professional program coordination work in the planning, organizing, coordinating and supervision of the City's grant funded congregate senior nutrition program; directs volunteer staff who prepare and serve meals that meet federal nutrition standards; performs program coordination and management duties that maintain, support, promote and enhance the Nutrition Program at the Senior Center; performs other related work as assigned.

DISTINGUISHING CHARACTERISTICS

This position is a professional, first line supervisory position with significant administrative responsibilities for planning and delivering program services, responding to emergency situations, and directing volunteer and paid personnel. This position is distinguished from the Recreation Services Manager position in that the former manages a comprehensive program of recreational and social programs including supervision of subordinate supervisory staff while the Nutrition Program Manager is responsible for a subset of the comprehensive program and may serve as first line supervisor. This position is distinguished from Recreation Services Supervisor in that the latter plans, coordinates and supervises recreation programs while the Nutrition Program Manager focuses on a comprehensive nutrition program. Responsibilities include direct and indirect supervision of volunteer and paid staff and coordination of activities and services with other public agencies and contract service providers.

SUPERVISION RECEIVED

Works under the general supervision of a Recreation Services Manager.

SUPERVISION EXERCISED

Supervises assigned recreation staff and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only) Depending upon assignment(s), duties may include but are not limited to the following:

Program Evaluation and Design: Evaluates effectiveness of Nutrition Program; evaluates program delivery options; plans menus that meet federal guidelines;

purchases commodities; determines menus and orders from contract service provider; revises and updates event and program content to assure that it is current, relevant to community needs and in compliance with federal guidelines. Designs services for given age and/or interest groups to provide programs such as: fundraisers, special events, arts and crafts and other recreation classes. Projects program participation, identifies resource requirements and costs, and establishes program fee structure. Prepares budget description and justification, prepares all support documentation necessary to the budget process.

Special Events Planning: Plans, prepares budget requirements, organizes and implements the details of special event activities such as: festivals, community celebrations, holiday programs, art shows, exhibits, awards ceremonies, concerts, musical reviews, and other athletic, cultural, recreational and leisure services programs.

Program Administration: Prepares and distributes program publicity and promotional materials; establishes programming schedules; arranges the purchase of necessary equipment, supplies and materials; recruits, selects, hires, orients, trains, supervises and evaluates program personnel. Secures contractual services as needed for delivery of program services. Obtains permits, licenses, and other authorizations as necessary for program operations. Reserves facilities, monitors activity, assures equipment and supply delivery, handles public relations needs and staff coverage. Provides reports and produces records as needed on program operations. Maintains program budget information, monitors income and expenditure activity. Makes budget adjustments as necessary to assure effective program operations. Solicits and maintains program grants and complies with grant contract requirements.

Facility Operations: Directs and/or supervises the operations of recreation facilities such as: senior center, kitchen, Oversees the transport of seniors to congregate feeding site; ensures vehicles are properly maintained. Establishes and assures: proper opening/closing procedures, daily and periodic custodial maintenance, continual compliance with health and safety requirements, needed building/facility maintenance, repairs and renovations. Coordinates departmental facility operations activities with other City departments.

Recreation Operations: Maintains contact with community groups, schools, athletic, professional and other organizations to assure programs remain consistent with the needs and desires of the community. Assists in preparing and coordinating the preparation of promotional/informational materials on specific as well as general city leisure/recreation and cultural services.

General Duties include:

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff and volunteers; reviews progress and directs and implements changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Provides regularly scheduled educational programs on nutrition, diet, and health promotion issues using demonstrations, audio-visual presentations and/or small group discussions for congregate program clients.

Ensures that safety and sanitation control standards follow established State and federal guidelines and are met in all area of the site, but especially in the food service area, including the kitchen, dining room and public restroom.

Ensures that meals meet federal nutrition standards.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Responds to public inquiries about recreation and nutrition programs made by telephone, correspondence, or during public meetings.

Solicits funding from general public. Oversees numerous fundraising events.

Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs.

PERIPHERAL DUTIES

Performs a variety of miscellaneous duties such as answering the phone, typing correspondence, running errands, picking up supplies needed for activities, making arrangements for rental and use of Recreation building or facility, helping set up tables and chairs for classes, moving props for programs and events, etc.

Establish, coordinate, supervise and evaluate specific fund raising activities as assigned.

Serves as a member of various employee committees, as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

(A) Equivalent to an associate degree in food science, nutrition or a closely related field, and

(B) At least three (3) years related paid work experience in institutional food service with a minimum of one year of experience planning and preparing or overseeing the preparation of meals.

Necessary Knowledge Skills and Abilities:

(A) *Considerable knowledge* of institutional food preparation, meal planning and nutrition; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community nutrition program; personnel management, practices and techniques including employee selection, supervision, evaluation and training; recreation and human services programs suitable for all age groups. Considerable knowledge of contractual obligations with the Area Agency on Aging.

(B) *Skill* in operation of listed tools and equipment; Skill in First Aid and CPR.

(C) Ability to: facilitate change; develop, coordinate, and implement a nutrition program, plan meals; prepare budgets, produce analyses, identify resources/needs/costs; establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, school officials, media, local business community and the general public; prepare documentation, reports and materials required to obtain program resources and authorizations, communicate effectively orally and in writing; plan, supervise and evaluate the work of staff and volunteers; address and resolve disputes and conflicts in a manner that encourages harmonious relationships and peaceful, respectful working environment; facilitate meetings, including the preparation of agendas and writing minutes; and prepare and distribute publicity concerning new or ongoing recreation, human services or leisure time activities.

SPECIAL REQUIREMENTS

Valid state driver's license or ability to obtain one; may be required to obtain and maintain a Class II driver's license. Ability to obtain and maintain appropriate First Aid and CPR certification. Congregate Nutrition providers must conform to the appropriate federal, state and local requirements, especially the standards and practices identified in the California Department of Aging, Title III Program Manual, Section H: Nutrition. Must maintain a current California Uniform Retail Food Facilities Law (CURFFL) certificate.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, accounting and spreadsheet software; calculator; copy and fax machines; phone; mobile or portable radio; kitchen equipment including a dishwasher, steamer, stove and steam tables; moveable walls; audio/visual equipment; automobile and/or van and pick-up truck.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to respond to emergency situations and walk quickly to location of incident and be able to immediately perform tasks which may include stooping, bending, twisting, and/or lifting. Walking, standing, sitting, bending down, verbally communicating and the ability to respond to auditory cues are a necessary requirement of this position. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Adequate vision is required to perform facility inspections, evaluations, and to assess food safety. The employee is occasionally required to climb and/or balance; stoop, kneel, crouch, and/or crawl. The employee must occasionally lift, push, pull and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally may be required to work in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The environment can be noisy and chaotic. There are numerous classes and programs operating simultaneously. The employee must be able to complete specific administrative tasks while maintaining availability to public for inquiries and response to emergency situations.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Funding for this position is contingent upon the contractual agreement between the City of San Bruno and the Nutrition Site Council of San Bruno.

Effective Date:

Reso No: 2005-75

Revision History: