

**CENTRAL MIDLANDS COUNCIL OF GOVERNMENTS
POSITION DESCRIPTION**

Grade: III
Status: Non-Exempt

Updated: August 2023

POSITION TITLE: Nutrition Services Coordinator
REPORTS TO: Assistant Director, Area Agency on Aging
DIRECT REPORTS: None

POSITION SUMMARY: The Nutrition Services Coordinator will assess congregate diners and ensure that all meals meet the federal nutritional guidelines. Areas of responsibility include program management and administrative functions.

REPRESENTATIVE DUTIES:

Program Management:

- Individually assist clients by completing assessment, assessing needs, determining eligibility, researching available options, and directing consumers to appropriate aging or disability services
- Screen client for eligibility for various programs and services
- Prioritize and recommend clients for services
- Coordinate meals for the congregate sites
- Verify meal counts
- Monitor meal sites regularly and as assigned
- Attend all quarterly menu reviews for all caterers
- Provide nutrition education
- Be familiar with federal nutritional guidelines
- Follow guidelines as outlined by the Office on Aging and Central Midlands Council of Governments

Administrative:

- Provide reports to supervising staff
- Manage activity calendars
- Approve all nutrition education presentations
- Collect necessary information for client to be entered in various databases
- Enter data the same day or next day for services, screening/intake assessment, contact information, and information dissemination
- Maintain ServSafe Manager Certification
- Attend Regional Aging and Disability Advisory Committee meetings
- Provide nutritional education
- Support the Aging Services team for special projects and other duties as assigned

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Activities, duties, or responsibilities that are required of the employee for this job. Activities, duties, and responsibilities may change at any time with or without prior notice.

DESIRED MINIMUM QUALIFICATIONS:

- Bachelor's degree with experience as a Registered Dietician is preferred. Bachelor's degree in social work, public health, nursing, or a related field; or some equivalent combination of education
- Must become ServSafe certified within one year of hire
- Must possess a valid SC Driver's License

SKILLS NECESSARY:

- Microsoft Office software programs
- Local and state laws relating to senior legislation
- Federal and state nutritional guidelines
- Strong oral and written skills
- Good interviewing skills
- Ability to manage complex and analytical tasks
- Ability to be flexible and respond quickly and effectively to changing work assignments

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.