

**OPPORTUNITIES, INC. JOB DESCRIPTION**

**Job Title:** NUTRITION SERVICES MANAGER

**General Description of Duties:**

Responsible for performing a variety of tasks related to USDA Program at Main Campus and nutrition services at Residential sites.

**Qualifications Preferred:**

Knowledge, Skills, Abilities: Communication; Advanced computer knowledge; Menu preparation; Organizational; Regulatory requirements for nutrition services, including USDA, AAA, etc.

Certification/License: Annual TB Skin Test; CPR/First Aid; Texas Dept. of Health Food Protection Management Program; Valid driver’s license; Certified Professional Required Food Course

Education: Bachelor’s Degree in related field.

Experience: Three years in food service and financial oversight.

**Major Responsibilities and Duties:**

- Be knowledgeable of nutrition services offered, including USDA and all applicable regulations.
- Be aware of new policies that affect nutrition services.
- Supervise and provide leadership for nutrition services personnel including assistance in the hiring process, training, scheduling work, time records and performance evaluations.
- Assure that food production records, equipment inventory, temperature logs, and food inventory are maintained as per regulations.
- Assure that nutrition sites, including equipment areas, are clean and sanitary.
- Assist with purchase of food, including pricing, within cost limitations and USDA guidelines.
- Monitor food preparation and meals/snacks service at designated CACFP sites and AAA sites to ensure prepared and served as per regulations.
- Coordinate menu planning with Dietitian and Executive Director.
- Monitor all nutrition related locations for sanitary and safe conditions.
- Assist with on-site visits by local, state, and federal agencies.
- Assure that needed maintenance is reported in a timely manner.
- Maintain recipes to coincide with menus and update as needed.
- Monitor food usage and assist with policy development to avoid loss.
- Participate in the development of a written nutrition procedure manual.
- Provide nutrition training as per training schedule in USDA and Long Term Care dietary requirements.
- Provide monthly documentation sheets for residential facilities and assist with monthly grocery purchasing.
- Prepare monthly nutrition documentation for Board of Directors meeting.
- Participate in annual budget development for Nutrition Services and work within an approved budget.
- Participate in training, in-services, conferences, and seminars as requested.
- Follow directions of supervisor, performing other duties as assigned.

**Physical Requirements:**

Communication - English speaking	Standing for 1-2 hours consecutively
Driving vehicles	Sitting 3-4 hours consecutively
Hearing for conversation	Stooping, kneeling, bending, twisting, crouching
Lifting up to 50 lbs.	Use of hand, wrist, fingers
Pushing/pulling up to 50 lbs.	Vision for driving and reading
Reaching overhead and in front of body	Walking for short distances

**Responsible to:** Executive Director

**Supervision of:** Nutrition Services Personnel

*Performance evaluations are conducted annually. The employee and supervisor use this job description to help evaluate employee performance. At the time of evaluation, the job description is modified if employee job tasks have changed. I have read and discussed this job description with my supervisor and have been given opportunity to ask questions concerning it.*

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Staff Signature

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Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date