

**New River Valley Agency on Aging
Job Description**

POSITION TITLE: Nutrition Site Coordinator
SUPERVISED BY: Nutrition Program Supervisor

JOB SUMMARY:

Responsible for the management of the Agency's Congregate Meals Site, including the coordination of meal serving, program and activities planning, and supervision of participants and volunteers. The person in this position is a mandated reporter of suspected abuse and neglect.

CLASSIFICATION (FLSA): Non-Exempt, Part-Time

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR POSITION:

- Ability to work effectively with older adults from various socioeconomic backgrounds.
- Ability to coordinate and organize volunteers.
- Ability to plan quality recreational and health related activities and programs.
- Ability to comprehend oral and/or written instructions from supervisor.
- Ability to maintain accurate files, records, and receipts.
- Ability to establish and maintain effective working relationships with social services, agencies, groups and the general public.
- The person in this position is subject to criminal background checks and pre-employment drug screenings.
- Ability to carry and move up to 25lbs.

EDUCATION AND/OR EXPERIENCE LEVEL:

- High School diploma or G.E.D.
- Experience working with human services.
- Experience planning programs for older adults is desired.

DUTIES OF THE POSITION:

- Responsible for supervision of participants and volunteers.
- Responsible for ordering meals.
- Responsible for taking and recording temperatures of food/milk as outlined in handbook.
- Responsible for coordination/performance of meal serving and clean-up as outlined in handbook.
- Responsible for counting and submitting client contributions as outlined in handbook
- Responsible for completing and submitting participant records, meal rosters, temperature logs, and volunteer sheets as requested.
- Responsible for notification to appropriate RSVP director when a new client wishes to join RSVP, gives client RSVP application.

- Responsible for planning required programs/activities for participants mandated by VDA in handbook.
- Responsible for working with transportation vendor (Senior Services) to coordinate needed participant transportation (Driver Sheets).
- Responsible for seeing that the general cleanliness of the site area is maintained.
- Responsible for keeping Nutrition Program Supervisor informed of unresolved client or program related issues.
- Responsible for all current Executive orders, guidelines, and policies.

Revised 11/2024