



Job Description

Job title: Senior Meals Program Manager

Department: Senior Nutrition Program

Reports to: Executive Director

FLSA Status: Exempt

Pay range: \$70,000 - \$95,000

Revised April 2023

General Description

The Senior Meals Program Manager has the responsibility of directing and supervising the day-to-day management and administrative functions of Spectrum's Title III-CI Nutrition Program (Congregate Meal Program), and Non-Title III-C Catered Meals in a timely, cost efficient manner while ensuring contract compliance with funding sources. Responsible for the overall planning of quality services provided by the kitchen management and staff.

Primary Responsibilities

Nutrition Management

- Establish and maintain plans and procedures for the development and implementation of a comprehensive and coordinated nutrition program for the elderly (to include congregate information and referral, and addressing the general needs of the clients).
- Plan and implement the quarterly In-Service meeting for food preparation staff, Site Coordinators, Delivery Drivers, and volunteers. Develop and compile in-service education resource materials.
- Participate in the on-going assessment and evaluation of the food service and nutrition education components to meet changing needs and service priorities as necessary
- Develop recipes and plan menus for congregate meals, and Non-Title III Catered Meals.
- Implement the nutrition education component of the program for congregate clients.

Kitchen Management & Meal Delivery

- Responsible for the efficient, safe and high quality processes of our production kitchen
- Develop and implement kitchen policies and procedures (include H.A.C.C.P requirements).
- Provide training and technical assistance to meal site staff.
- Responsible for purchasing capital equipment for kitchen

Project Compliance & Fundraising

- In conjunction with site coordinators, plan and coordinate program activities with other center activities.
- Implement and maintain internal management information, monitoring, and evaluation systems as required by administration and funding sources.
- Function as a liaison with appropriate agencies to mobilize available resources to the fullest extent possible in support of senior nutrition and other senior programs.
- Ensure the accurate preparation and timely submission of all reports as requested by the Area Agency on Aging and other funding sources.
- Work with administration to develop proposals, grant requests, contracts, and amendments.
- Ensure all important documents are appropriately filed and that program data is recorded and managed in a manner that allows the data to be accessed and used in a simple, timely, and relevant fashion.

Communications & Public Relations

- Provide information to the public through the use of print and electronic media, newsletters, and personal appearances.
- Represent all agency programs in client and public settings including but not limited to outreach events, fundraisers, community groups and partner sites.

Supervise Staff

- Hire, discipline, conduct annual reviews, and terminate as needed with Executive Director approval.
- Process routine accounting/personnel forms such as employee time sheets, travel expenses vouchers, vacation requests, applications for employment, etc.
- Conduct regular performance evaluations for department staff.

The minimum qualifications, physical demands and work environment characteristics described below are representative of those that must be met or will be encountered by an employee while performing the primary responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary responsibilities.

Minimum Qualifications

- Three to five years of community service management or supervision experience.
- Bachelor or Associate degree in nutrition, food service or related field highly desired.
- Registered Dietitian with membership in the American Dietetic Association and an appropriate bachelor's degree preferred. Preferably with a strong food service background and experience in institutional management and good service.
- Strong computer skills for data collection, office work, menu planning, and recipe development.
- Bilingual/biliterate in (Spanish, Cantonese or Mandarin and English) desirable.
- ServSafe Manager Certified (within two months of hire).

- Experience in planning, development, and implementation of senior citizen programs or other service programs.
- Experience in supervision and effective delegation.
- Must have own transportation for use on job, valid California Driver's License, proof of personal automobile insurance and acceptable driving record to our insurance provider.

Physical Demands

- While performing the duties of this job the employee is regularly required to sit, stand and move from one area to another
- Finger Dexterity for activities such as typing, use of the computer mouse, computer usage, recording money, grasping, repetitive motions
- The employee is occasionally required to bend, reach, lift and relocate up to 30 lbs.
- Vision abilities required include close vision, distance vision and ability to adjust focus

Work Environment

- The work is primarily performed indoors and outdoors
- Able to withstand extreme temperatures, hot and cold
- The noise level in the kitchen maybe loud at times due to use of equipment
- Daily travel in Alameda County required
- Evening and weekend responsibilities as needed

General Competencies

- Strive for improvement in self and for Spectrum; make recommendations for improvements
- Respond timely to requests for information, service and assistance
- Demonstrate a positive and productive attitude; have an open mind and be objective, trustworthy, honest and ethical
- Maintain a high level of professionalism and confidentiality
- Treat each Spectrum employee/manager as if they were an internal customer
- Provide outstanding customer service to all internal and external customers
- Use and conserve organizational resources efficiently and effectively, and prioritize and plan work activities
- Demonstrate consistency, reliability, accuracy and thoroughness
- Show respect and sensitivity toward cultural differences
- Promote a harassment and discrimination free environment
- Follow or exceed organizational standards

- Adhere to company policy and procedure; support Spectrum's goals and values

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.