

South County Adult Day Services

Position Title: Nutrition Manager

Reports to: Program Director

Status: Non-exempt

POSITION SUMMARY

This position is responsible for daily food preparation including serving breakfast, lunch and snacks to Center participants. Provide program leadership in the area food service including food delivery and presentation, data collection, documentation, safety, cleanliness, and evaluation in the service work setting.

ESSENTIAL DUTIES & RESPONSIBILITIES include but are not limited to the following:

- Responsible for set-up, service, stocking and clean-up of breakfast items.
- Prepare for service of the noon meal including taking temperatures of food when delivered from meal provider and at time of service
- Responsible for daily lunch set-up, service and clean-up of the kitchen.
- Responsible for cleaning, ordering supplies, and keeping track of inventory for all Nutrition related supplies.
- Attends staff meetings and integrates information into daily practice.
- Integration of participant care (per Title 22) standards and protocols into personal practice and assisting participant care technicians. Applies and directs the application of regulatory documentation and mechanisms (Title 22, CA Department of Health and Human Services, Department of Aging, etc.) consistently.
- Completion of all related documentation, asking for and offering assistance as appropriate and delegating as appropriate.
- Handles assigned equipment and supply-related issues.
- Demonstrates understanding of physiological, psychosocial, and developmental aspects of care for the adult (18-65 yrs. old), and the geriatric patient (>65 yrs. old) populations.
- Contributes to overall safety, cleanliness, and functioning of the food service areas.
- Demonstrates positive guest relations and conflict resolution consistently in fasted paced environment.
- Reliably completes responsibilities including documentation, collaborative planning with members of multidisciplinary team, timely implementation of plan of care or delegation of appropriate tasks ongoing evaluation of participant progress and communication with a high degree of accuracy and timelessness.
- Perform other job duties as assigned.

Minimum Qualifications:

- High School Graduate or equivalent.
- Verbal and written fluency in English.
- Some experience in foodrelated field.
- Able to give directions and work effectively with volunteers and staff members.

Physical Demands:

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential and non-essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The position may require employees to do any of the following, sometimes frequently: sit, stand, bend, stoop, reach overhead with hands and arms, twist and walk as needed.

Employees may need to assist participants to transfer to or from a wheelchair to chair

Employees may be required to push, pull, lift and carry when needed (e.g. trays, supplies, wheelchairs, other assistive devices, bags of trash, chairs, tables, etc.)

Employees must be able to assist participants in emergency situations when needed. Must be able to push wheelchair participants up to 250#.

Must be able to assist clients up to 200# in ambulation.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception and ability to adjust focus.

Work environment:

The work environment characteristics described here is 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.

- Work indoors in an open environment
- Have daily contact with a large group of participants
- Work outdoors as scheduled
- Lots of flexibility and spontaneity required

Understanding:

The job profile in no way states or implies that these are the only duties to be performed by the jobholder. The employee will be required to follow instructions and perform other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.

Alzheimer's Orange County is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, medical condition, sexual orientation (gender identification), as well as any other category protected by federal, state, or local laws.

The employee or the Organization may terminate employment at the Organization for any reason, with or without cause or notice, at any time. Nothing in any oral or written statement shall limit the right to terminate employment at will. No Supervisor or employee of the Organization shall have any authority to enter into an employment agreement – express or implied – with any employee providing for employment other than at will.

As a workforce member, I agree to adhere to policies and procedures pertaining to the proper handling of protected health information (PHI) when applicable.

To Apply: All applicants must send a cover letter, resume and salary history (mandatory) to SoCalSeniors.HR@gmail.com to be considered for this position.