

DISTINGUISHING FEATURES OF THE CLASS: This position involves duties in connection with the operation of a congregate nutrition site. Incumbent is responsible for all aspects of the site operation. Duties are performed under supervision. Incumbent may supervise one or more aides or volunteers.

TYPICAL WORK ACTIVITIES:

Inspects food as it arrives from the caterer for proper quantity, temperature, taste, etc.;

Portions food for serving;

Takes and places orders for meals;

Coordinates and arranges for authorized home delivered meals;

Maintains site in compliance with established health and sanitary standards;

Maintains a variety of reports and records pertaining to the operation of a nutrition site;

Orders paper and household supplies as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of quantity food preparation and service techniques; good knowledge of eating habits, nutritional needs, and food interests of the elderly; good knowledge of applicable regulations, rules, etc. as set by the Department of Health; ability to supervise the work of others; ability to understand oral and written instruction; and courtesy.

MINIMUM QUALIFICATIONS: One year of experience in providing meals.