

# MARSHALL COUNTY, ALABAMA

## Job Description

### COORDINATOR, NUTRITION PROGRAMS-COA

**Department:** COA - Nutrition

**Job Code:** 366

**Pay Grade:** 110

**FLSA Status:** Non-Exempt

**Reports To:** Council on Aging Director

#### JOB SUMMARY

The Council-On-Aging Nutrition Programs Coordinator coordinates county nutrition services designed for senior citizens in the County. Supervises paid and volunteer staff working with the nutrition programs for senior citizens. Establishes and maintains records and prepares reports required by funding sources. Engages in fund raising and public relations activities.

#### ESSENTIAL JOB FUNCTIONS

- Orders meals for senior centers and Meals on Wheels and oversees delivery system.
- Coordinates special meals for holidays and during disasters with TARCOG.
- Resolves vendor food services issues and problems through TARCOG.
- Works with TARCOG on forms and procedures related to operation of nutrition sites.
- Maintains system to provide data required by TARCOG and Alabama Commission on Aging.
- Provides senior centers with information of interest to senior citizens regarding health and welfare.
- Evaluates candidates for frozen home bound program.
- Fills in for center managers and drivers as needed.
- Plans and implements special events for seniors, such as County picnic, May Day walk, Masters games, etc.
- Maintain data for Aging Information Management System (AIMS)
- Maintains records regarding Meals on Wheels clients.
- Keeps financial records and makes deposit for Meals on Wheels.
- Supervises center directors regarding nutrition program and activities.
- Supervises Meals on Wheels driver, aide, and volunteers.
- Trains senior center managers, staff and volunteers on rules, regulations, and procedures required by the state in connection with the nutrition program.
- Evaluates subordinates on performance.
- Meets with staff, quarterly, regarding rule changes and other matters of interest.
- Attends various meetings required by TARCOG and/or supervisor.
- Exchanges information and develop publicity of nutrition program.
- Raises funds in cooperation with United Way and Meals on Wheels.
- Reviews monthly reports of each senior center for accuracy and submits reports to TARCOG.
- Assists Director in coordination of all Council on Aging events.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

#### QUALIFICATIONS

##### **Education and Experience:**

High School diploma or equivalent and three (3) years of experience working with senior nutrition programs, or an equivalent combination of education and experience. Experience or training related to problems of aging individuals, such as elder abuse and physical and mental changes related to growing older preferred.

**Licenses or Certifications:**

- Must possess a valid State of Alabama driver’s license and a driving record suitable for insurability.

**Special Requirements:**

- None

**Knowledge, Skills and Abilities:**

- Knowledge of TARCOG and Marshall County budget, contract and reporting requirements.
- Knowledge of the principles of management and supervision.
- Knowledge of nutrition problems related to aging.
- Knowledge of federal, state and county rules regulations, policies and laws related to older persons.
- Knowledge of modern office practices, procedures and equipment including computers and software.
- Knowledge of appropriate funding sources.
- Ability to read and comprehend a variety of materials, including laws and regulations.
- Ability to communicate orally and in writing.
- Ability to plan and schedule staff to effectively deliver food to participants.
- Ability to store and transport food to centers and homes in a safe manner to avoid spoilage.

**PHYSICAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following additional physical abilities are required: manual dexterity, grasping, handling, mental acuity, hearing at normal speaking levels, talking at a level to exchange ideas, kneeling, lifting, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, and walking. Visual acuity at a level to view computer terminal, analyze data, and read extensively, to include color, depth perception and field vision. Visual acuity at a level to determine accuracy and thoroughness of work assigned, and at a level to operate motor vehicles with or without correction. Body movement or mobility to be able to move about on all types of different terrain. Stamina to withstand adverse weather conditions such as heat and cold when delivering meals.

**WORKING CONDITIONS**

Work is performed in an indoor and outdoor work environment. Indoor work is performed in a relatively safe, secure, and stable office environment. Outdoor work requires traveling between locations. Work may be performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature extremes, bright/dim light, or rude/hostile citizens.

***Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or Personnel) Signature

\_\_\_\_\_  
Date

***Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County’s policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.***