

HUMBOLDT SENIOR RESOURCE CENTER Job Description

JOB TITLE: Nutrition & Activities Supervisor
DEPARTMENT: Nutrition & Activities
REPORTS TO: Director of Nutrition & Activities
FLSA STATUS: Non-Exempt/Hourly
APPROVED: December 2021

JOB SUMMARY: Responsible for day-to-day supervision of personnel and operations of various areas of the Nutrition & Activities program including Dining Centers, the Senior Service Office, and general Activities.

ESSENTIAL DUTIES AND RESONSIBILITIES:

1. Supervises various Nutrition & Activity support employees including Senior Home Repair Workers, supplemental work-training staff, and volunteers.
2. Assists the Director of Nutrition & Activities in personnel responsibilities related to recruitment, interviewing, staffing, and evaluation of employees.
3. Collaborates with the Director of Nutrition & Activities to complete recruitment, interviewing, and selection of employees.
4. Assists with orienting, training, cross-training, supervising, coaching, evaluating, disciplining, and terminating of program employees, students, and volunteers.
5. Ensures and maintains adequate daily staffing, assigning employee duties and tasks, or designating other team leaders to do so as appropriate.
6. Coordinates, schedules, and integrates schedule of employees, program volunteers, and supplemental work-training staff.
7. Assists in coordination of employee training as required and/or necessary. Ensures that there is ongoing, program compliant in-service training and documentation for employees, contractors, and volunteers. Coordinates volunteer training as needed.
8. Reports to the Director of Nutrition & Activities concerning personnel matters, including situations or occurrences that impact employee relations and morale.
9. Oversees timesheet completion and requests for leave of program employees. Works with Payroll to ensure timesheets are prepared accurately and in a timely manner.
10. Enforces written agency and program policies within the Operations Manual and Employee Handbook, escalating issues to the Director of Nutrition & Activities.
11. Assists the Director of Nutrition & Activities in reviewing Emergency Operations Plan policy and procedures with program employees at least annually.
12. Participates in program and department policy and procedure development.
13. Monitors the safety of the work environment and enforces safety practices with employees.
14. Assists Director of Nutrition & Activities in facilitating employee communication regarding participant, employee, and program issues.
15. Works with the Nutrition & Activities program management team to ensure compliance with applicable regulations and policies for Title IIIC-1, Title IIIC-2.

16. Ensures compliance with applicable regulations and policies for Activities and Senior Services including monitoring monthly service levels and expenses for various Nutrition & Activities Services (e.g., Senior Home Repair, Dial-a-Ride ticket sales, telephone reassurance program, and other grant funded activities).
17. Oversees and manages income-generating projects and funding opportunities for the Nutrition & Activities program.
18. Works with Dining Center Coordinators to increase participation, create special events, and promote a positive dining experience while monitoring monthly service levels and expenditures.
19. Works with Director of Nutrition & Activities to provide coordination of existing programs and outreach activities essential to the Nutrition & Activities program.
20. Assists Director of Nutrition & Activities in the development of community support including contacts with media and public presentations. Responsible for posting information for the Nutrition & Activities portion of the agency website.
21. Assists the Director of Nutrition in the development of grants for the Nutrition & Activities program.
22. Travels to satellite Dining Center locations to conduct "site visits" and to participate in "Site Council" meetings.
23. In conjunction with the Dining Center Coordinators, serves as the liaison to Dining Center "Site Councils" assisting in problem resolution, providing program updates (including participation and program funding), planning outreach to new seniors, and improving Dining Center operations.
24. Coordinates annual volunteer recognition event, with the assistance of other team members.
25. Maintains and updates the Activities Operations Manual, as needed. In conjunction with Director of Nutrition & Activities and Food Service Manager, maintains and updates the Nutrition Operations Manual.
26. Provides emergency coverage for Dining Center Coordinators and Drivers as needed.
27. Participates in various agency Committee assignments, as directed.
28. Serves as a direct Supervisor to student interns and volunteers working within the professional discipline and program area. Participates actively in training as a guide, teacher, and mentor.
29. Acts in a manner consistent with agency values.
30. Other duties as assigned.

EDUCATION &/or EXPERIENCE:

Required:

- Associates degree from accredited college or university with emphasis in public health/community nutrition, health education, or gerontology.

OR

- Two (2) years of experience in a supervisory or administrative position for a social, health service, recreation, nutrition, or similar program.

Preferred:

- Experience working with older adults, grant management, and program planning.

LICENSES OR CERTIFICATES:

1. Valid California Driver's License and personal auto liability insurance required. Must have a personal vehicle in good driving/operating condition, insured for State minimum liability requirements that can be used for the applicable job functions noted above.

PRE-SCREENING REQUIREMENTS:

1. Motor Vehicle Report verification required.

JOB SKILLS:

1. Supervisory, administrative, and training knowledge and skills necessary to supervise employees and participants in complex program situations.
2. Ability and interest to work with the elderly to enhance and encourage their independence, and knowledgeable of and sensitive toward the needs of the low-income elderly.
3. Knowledge of Federal, State, and local programs and services.
4. Knowledge and experience working with the physical, social, and mental health programs operating within a licensed health facility or clinic.
5. Ability to function effectively within a multi-service, community-based nonprofit agency.
6. Ability to comply with program requirements and applicable government regulations.
7. Sound verbal and written communication skills to convey information effectively. Ability to communicate effectively and openly with other team members on participant's status and needs.
8. Excellent interpersonal skills that result in maintaining a positive attitude, team-building and contributing to effective work relationships, successful negotiation, and conflict resolution with co-workers, management, participants, and community contacts.
9. Ability to use good judgment, resourcefulness, flexibility, and problem-solving skills.
10. Ability to lead and work with a diverse team of various occupations.
11. Strong administrative, organizational, and supervisory skills. Ability to train and delegate responsibilities among employees.
12. Ability to work with, supervise, and discipline employees in a team setting.
13. Ability to prioritize and complete duties within an agreed upon time frame and adjust personal schedule as required, and adapt appropriately to changes in priorities and workload.
14. Ability to incorporate an understanding of detailed requirements in work activities. Ability to collect and analyze data.
15. Ability to coordinate, advocate, and cooperate with other agencies for seniors with tact and diplomacy.
16. Ability to speak to public and private community groups about agency programs and to participate in various outreach and fundraising efforts as required.
17. Strong basic computer skills (Microsoft Outlook, Word, Power Point, and Excel). Ability to navigate, use, and maintain database software programs.

SUPERVISORY REQUIREMENTS:

1. This position is a direct Supervisor to multiple employees as listed above.

PHYSICAL REQUIREMENTS:

1. Ability to sit at a desk and interact with a computer screen for extended periods of time.
2. Hand and arm strength sufficient to operate a keyboard for several hours each day.
3. Physical abilities sufficient to move between different staff work areas, communicate with co-workers and the public, operate a computer, produce reports, talk on the telephone, and travel to other agency worksites.

ANALYSIS OF PHYSICAL DEMANDS:

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**-Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<i>Lifting/Carrying</i>						<i>Twisting/Turning</i>					
Under 10 lbs.				X		Reach over shoulder			X		
11-20 lbs.			X			Reach over head			X		
21-50 lbs.			X			Reach outward			X		
51-100 lbs.		X				Climb		X			
Over 100 lbs.	X					Crawl		X			
						Kneel		X			
<i>Pushing/Pulling</i>						Squat			X		
Under 10 lbs.				X		Sit					X
11-20 lbs.			X			Walk-Normal Surfaces				X	
21-50 lbs.			X			Walk-Uneven Surfaces			X		
51-100 lbs.		X				Walk-Slippery Surfaces		X			
Over 100 lbs.	X					Stand				X	
<i>Other</i>						<i>Driving</i>		X			
Keyboard/Ten Key					X						
Fingering (Fine dexterity)					X						
Handling (grasping, holding)				X							
Repetitive Motion-Hands				X							
Repetitive Motion-Feet			X								

The above statements are intended to describe the general nature of work performed. They are not to be considered an exhaustive list of all job tasks performed. The agency reserves the right to change job descriptions, work hours or work sites as required by the program.

The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.

The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable Federal or State law.

Employee Signature

Date