

CITY OF MADERA

SENIOR NUTRITION PROGRAM MONITOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, implements and supports safe and accurate operations for the senior nutrition program including: program screening, nutrition meal records and reporting, record keeping, policy and regulation monitoring, homebound and congregate client assessments, nutrition education, and nutrition/food support at City special events; oversees nutritional education to senior centers; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Senior Nutrition Program Monitor** is the single position classification responsible for monitoring and maintaining the administrative records related to the senior meals program. The incumbent is responsible for all aspects of documentation and program compliance.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from a Recreation/Community Programs Manager or Recreation/Community Programs Supervisor. May exercise technical and functional supervision over clerical support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Provides assistance in the form of referring older individuals to the resources and services available in the community, which will meet the specific needs of each individual.
- Assesses client needs and intervenes on behalf of the older individual to assist in establishing eligibility for a needed service and works closely with community programs that have been established under federal law to assist older individuals in obtaining nutritional services.
- Determines eligibility for all congregate and/or home delivered meal participants to comply with the California Department of Aging Title 22, California Code of Regulations Article 6 Title III C-Elderly.

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- Develops and maintains records on congregate and home delivered meal participants that are in accordance with all City and funding source requirements.
- Inputs client data in appropriate system and keeps data up-to-date and compliant with regulations.
- Enforces procedures to comply with funding agency and City of Madera provisions that ensure the accuracy and authenticity of the number of eligible participants served each day.
- Reviews and monitors records and reports prior to submittal.
- Monitors congregate meal sites for adherence to policies and procedures.
- Supports congregate meal site staff with knowledge and understanding of policies and reporting practices.
- Reviews homebound participant documentation when appropriate; reconciles meal shortages and daily meal counts and reports to kitchen.
- Maintains “C-1 and/or C-2” and short term temporary allocation reports for individual congregate meal sites and homebound clients.
- Develops and implements criteria to assess the participant’s need for nutrition services.
- Provides nutritional education/information to the recipients of congregate and home delivered meal programs; promotes good nutrition, health, and disease prevention practices.
- Supports City Special events with food preparation and/or other organizational tasks as needed.
- Oversees and participates in the cleaning and sanitation of facilities and equipment, as needed.
- May act as substitute congregate meal site coordinator in absences of other staff.
- Represents the department with other City departments, other agencies, civic groups and the public.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in keeping records and preparing reports using a computer key board. Additionally, the position requires near and far vision in reading written reports and work related documents and acute hearing is required when providing phone and face-to-face service. The need to lift, drag and push equipment and supplies weighing up to 25 pounds is also required.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Senior Nutrition Program Monitor**. A typical way of obtaining the required qualifications is to possess two years experience managing food service, food safety, and prevention of food borne illness, public health and HACCP principals; with at least one-year work experience in any related field that incorporates working with the public, outreach and coordination of community services, public speaking, data collecting, report writing, and knowledge of routine office procedures; and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license. Possession of an appropriate Food Service Sanitation certificate or possession within one year of employment.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Principles and practices of developing, supervising and operating a senior citizen meals program; nutrition and sanitary food preparation techniques for large quantities; applicable federal, state and local laws, codes and regulations, including California Department of Aging Title III Section H Nutritional guidelines; principles, practices, methods, equipment and materials used in the delivery of senior citizen services; principles and practices of program development and administration; principles and practices of contract administration, purchasing and record keeping; standard office and administrative policies and procedures; specified computer applications involving word processing, data entry, data base access and/or standard report generation; business arithmetic; standard office

practices and procedures, including filing and the operation of standard office equipment, including a computer and applicable software; methods and techniques for basic report preparation and writing; record keeping principles and practices; correct business English, including spelling, grammar and punctuation.

Ability to:

Provide an effective, customer oriented nutrition program; work a flexible schedule, including evenings and weekends; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships; analyze complex operational and administrative problems, evaluate alternatives and recommend or adopt effective solutions; read, understand, and review documents for accuracy and relevant information; use applicable office terminology, forms, documents and procedures in the course of the work; use sound judgment in following and applying appropriate laws, regulations, policies and procedures; maintain accurate office files; compose correspondence or documents; meet critical deadlines; deal successfully with the public, in person and over the telephone; courteously respond to community issues, concerns and needs; make adjustments to standard operating procedures as is appropriate; work independently; understand and follow instructions; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; operate a variety of automated office machinery and equipment including printer, typewriter, calculator, facsimile machine, copier, multi-line telephone systems, etc.