



NewBridge Madison
128 E. Olin Avenue #110
Madison, WI 53713

Nutrition Coordinator

Nutrition Coordinator Position Overview

Under the general supervision of the Nutrition Manager and the Director of Senior Services, the Nutrition Coordinator is responsible for the daily coordination of senior meals at NewBridge dining site(s). This includes working with the caterer, the site, other NewBridge staff and volunteers. All functions are carried out in accordance with the policies and procedures of NewBridge and of the Dane County Nutrition Contract.

Dining Site Responsibilities

1. Train, coordinate and supervise volunteers at the meal sites.
2. Oversee dining room during meal including meal set-up, serving and clean up.
3. Coordinate food check in with caterer including meal counts, food quality, quantity, safety and temperature. Report any food issues to the caterer and Dane County.
4. Ensure all staff and volunteers follow sanitary and safe food handling procedures.
5. Deliver or arrange for delivery of in-house meals to seniors who are unable to come to dining room, as appropriate.
6. Welcome seniors to the nutrition site and create a hospitable environment
7. Ensure safe and orderly storage of supplies.
8. Maintain an up to date inventory of supplies and order supplies from Nutrition Program Manager as needed.
9. Coordinate nutrition education programs for senior meal participants.
10. Attend required trainings and meetings for Nutrition Program staff provided by the Area Agency on Aging and NewBridge.
11. Work courteously, cooperatively, productively, and professionally at all times with fellow staff, volunteers, and participants.
12. Handle volunteer or participant concerns and disputes in an appropriate and professional manner
13. Assist with educational and social programs associated with the dining site.

Record Keeping and Reporting Responsibilities

1. Collect annual registration forms from all meal program participants.
2. Take meal reservations and meal attendance and complete all meal and attendance records and reports as required.
3. Document nutrition education programs.
4. Enter registration information, daily attendance and nutrition education information into SAMS program.
5. Order meals from caterer.
6. Order transportation as needed.

7. Oversee financial contributions, and keep records as appropriate.
8. Record food temperatures, refrigerator and freezer temperatures.
9. Oversee collection and recording of daily donations at the meal site.
10. Maintain records of volunteer hours of service.
11. Help assess program needs and ensure program goals and objectives are met.

Employment Qualifications:

Education and/or Experience

1. Associate’s degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Certifications

1. Maintain ServSafe Food Certification (NewBridge will pay to have candidate complete)

Other Skills

1. Experience working with older adults.
2. Accurate record keeping skills required.
3. Good reading, writing, listening and speaking skills required.
4. Proficiency in basic mathematical skills required.
5. Ability to lift boxes of supplies.
6. Ability to see, smell, taste and gauge temperature of food.

Other requirements

1. Valid Driver’s License and acceptable driving record
2. Automobile Insurance
3. Reliable personal vehicle for travelling to home visits/meal sites/meetings around Dane County
4. Criminal/Caregiver/Credit screening

<p>Supervisor(s) Director of Senior Services</p>	<p>Schedule 3.5 to 4 hours per day, from 9:30 am to 1:00 pm Monday through Friday</p>
<p>Salary and Benefits \$13.10 per hour</p>	<p>Classification Status Non-Exempt</p>
<p>Work Location NewBridge Madison and its meal site(s)</p>	

NewBridge is an equal opportunity employer.