

ALGER - MARQUETTE COMMUNITY ACTION BOARD

Job Description

COMMUNITY NUTRITION SERVICES (CNS) COMPONENT DIRECTOR

Supervised by: Executive Director

Supervises: Directly supervises Food Service Manager, Volunteer Coordinator and Secretary. Indirectly supervises other component staff through second level managers.

General Summary:

Under the general supervision of the Executive Director, with guidance from various boards and committees, plans, directs and administers all aspects of the Community Nutrition Services component. Develops, organizes and monitors program operations, services, activities and staff.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Works with the Senior Nutrition Advisory Council to develop program mission and goals in accordance with community needs. Regularly meets with the Senior Nutrition Advisory Council and assists in long-range program planning.
2. Develops, recommends and implements administrative policies and procedures to ensure efficient operations and compliance with contractual guidelines and requirements.
3. Plans, directs and administers a complete program of community nutrition services ranging from a senior congregate program to a home-delivery nutrition service. Also coordinates the Commodity Supplemental Foods Program (CSFP) and the Temporary Emergency Food Appropriation Program (TEFAP).
4. Researches and develops the program budget and works with financial administrator(s) and the Executive Director to ensure the proper administration of the budget. Prepares status reports on the program's financial status and plans for future needs.
5. Researches funding sources, develops grant applications, negotiates contracts, and administers grant based programs and funds. Develops and oversees various fundraising activities.
6. Compiles and analyzes data, information and records related to program activities. Prepares and presents regular status reports to the Senior Nutrition Advisory Council, and develops special reports as requested.

7. Represents AMCAB's CNS component at various meetings and conferences. Presents AMCAB's position on a myriad of issues related to community nutrition and general operations. Coordinates AMCAB/CNS programs and operations with other agencies as appropriate.
8. Acts as official AMCAB/CNS spokesperson as delegated, establishing and maintaining effective relationships with clients, the public, news media, community groups, agency officials, service providers and other interests. Promotes AMCAB in general and advocates nutritional programs in particular.
9. Develops CNS and AMCAB marketing plan and related materials to promote program awareness and enhance participation.
10. Serves on special committees and participates in civic and professional organizations as appropriate. Responds to public inquiries and investigates complaints regarding CNS services.
11. Keeps abreast of new administrative techniques, current issues, and important legislative developments through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
12. Recommends personnel actions including hiring, promotion, or termination. Trains, assigns work, evaluates performance, and otherwise supervises CNS component staff. Develops and coordinates in-service training for staff.
13. Completes special projects and performs other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a Bachelor's degree in food service, nutrition, public administration, business administration, or related field.
- Experience requirements include two or more years of progressively more responsible program management experience, including administrative functions.
- Ability to obtain a State of Michigan Health Department Food Services Management Certificate, National Institute of Food Industry (NIFI) Sanitation Certification, ServSafe, OR comparable certification within one year of employment.
- Considerable knowledge of management practices and techniques involved in program operations, budgeting, personnel administration, grant writing and administration, and related areas.
- Considerable knowledge of quality assurance procedures and techniques used in food preparation, food service, and home delivery situations.

- Knowledge of public relations practices and marketing.
- Skill in compiling and evaluating complex information and data, and in formulating policy and program recommendations and complex reports.
- Skill in effectively communicating ideas and concepts orally and in writing, and in making presentations in public forums.
- Basic skill in the use of computers and related software.
- Skill in planning and managing diverse programs, services, and personnel.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with clients, other agencies, the media, the public, and other employees.
- Ability to work effectively under stress and within deadlines and changes in work priorities.
- Ability to travel to other locations.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move objects of light to moderate weight. Specific vision abilities required by this job include close vision and distance vision.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

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