

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: NON-COMPETITIVE COUNTY PART-TIME NYSCSC 1/23/1979
NON-COMPETITIVE TOWN OF SOMERSET NYSCSC 12/17/2001
APPROVED: JUNE 16, 2022

NUTRITION SERVICES ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The duties of the position involve responsibility for overseeing the preparation and delivery of nutritious meals at a meal site for the older adults. Incumbents are responsible for staffing the meal site with volunteers and for assisting in improving the well-being of the participants. Assists the Nutrition Services Coordinator in the preparation and delivery of nutritious meals and related supportive services for the elderly. The incumbent is required to travel to various meal sites as necessary to ensure coverage. Work is performed under the general supervision of the Nutrition Services Coordinator with leeway allowed for the exercise of independent judgment. Supervision is exercised over kitchen and dining room volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists in the preparation and services of nutritious and palatable meals for older adults;
2. Assists in the receipt, checking, and storage of food and other supplies;
3. Assists in providing supportive services including outreach, transportation, information and referral, and nutrition education;
4. Assists in recruiting and training all nutrition services personnel and volunteer workers;
5. Supervises kitchen and dining room employees at a meal site;
6. Maintains accurate records including time slips, number of consumers participating in daily program and other forms as required;
7. Supervises and participates in the collection of voluntary meal contributions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of eating habits, nutritional needs and food interests of older adults; working knowledge of the principles and practices of large quantity food preparation and service; working knowledge of community agencies, facilities and services that may be utilized to help older adults; working knowledge of public relations techniques as they relate to the meal site program; ability to plan and supervise the work of others; ability to communicate clearly and effectively both orally and in writing; ability to comprehend both oral and written instructions; ability to lift up to fifty (50) pounds; ability and willingness to stand for the length of assigned shift; ability to bend, lift, and twist while lifting trays out of cambros; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma.