



**JOB ANNOUNCEMENT
CITY OF TROY, AL
INTERNAL/EXTERNAL**

CLASSIFICATION TITLE: TROY NUTRITION CENTER OPERATIONS
MANAGER

FLSA DESIGNATION: NON-EXEMPT, CLASSIFIED

OPENING DATE: 11/07/2019

CLOSING DATE: 11/13/2019

SKILL LEVEL: II

SUMMARY DESCRIPTION:

Under administrative direction, organizes and coordinates office operations and procedures of the Troy Nutrition Center to ensure organizational effectiveness and efficiency: Coordinates, directs, and leads activities including, but not limited to, the areas of health, exercise, recreation, and nutrition for a senior community center, and attends to seniors while they participate in center activities.

REPRESENTATIVE DUTIES: Under the Direction of the center director:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Operates and maintains an attractive center.
2. Provides for center programs by performing the following: organizing programs for participants to include recreational and health/educational activities; coordinates and schedules health programs; seeks and searches for programs and entertainment; schedules programs in advance and notes them on program calendars; coordinates and supervises activities; interacts with consumers in order to assist them in improving socialization and problem-solving skills; provides a caring environment for seniors.
3. Process and submit the following monthly reports: AIMS Transportation Report, AIMS Aggregate Report; activity calendar, volunteer report, vehicle maintenance report, waiting list report.
4. Provides daily congregate meals and serves and supervises volunteers serving meals at lunch team each day.
5. Maintains inventory and orders supplies of disposables.
6. Follows agency procedures for referrals, cancellations, and emergencies.
7. Supervises volunteers performing meal distributions and emergency procedures; checks on the status of seniors as needed.
8. Instructs in appropriate nutrition and healthy eating patterns; completes annual nutritional risk screening and congregate meal consumers.
9. Handles the daily transportation schedule and collects daily congregate donations. Drives vehicles when required.
10. Participates in health fairs and other public events to inform the public of services.
11. Complies with applicable federal, state, and local laws, regulations, and directives, as well as agency policies and procedures.
12. Participates in educational and professional development, certification programs, and all other trainings to enhance performance.
13. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- One year of experience with Microsoft Office products including Word, Power Point, Publisher, Access, and Excel; and be skilled in the use of a keyboard and personal computer.
- Knowledge of basic office procedures, methods, and computer applications. Must be able to operate standard office machines including a computer, telephone, scanner, copier, and facsimile.
- Possess communication skills, such as speaking, listening, and interviewing to express ideas clearly, and to interact effectively with seniors, coworkers, management, outside agencies, and the public. Must be able to communicate clearly and concisely, both orally and in writing., and must be able to understand and follow oral and written instructions. Will be required to communicate effectively with the public.
- Must be able to speak to groups of socio-economic backgrounds an interpret written and oral information while projecting a positive image.
- Ability to instruct in good nutrition, eating patterns, and weight control
- Knowledge of the following: effective customer service principles; age-appropriate recreational and health/nutrition activities; geographic area served; needs and problems of those persons aged 60 and over; individual and group behaviors and ways of working effectively with the elderly; food sanitation practices; safe work practices; safe use and storage and cleaning equipment; general knowledge of occupational hazards and standard safety practices.
- Must be honest, trustworthy, respectful, creative, resourceful, and flexible. Must possess emotional maturity and good interpersonal skills.
- Must demonstrate respect for individuals and groups with varied cultural, racial, ethnic, religious, and linguistic identities or backgrounds.
- Must be able to analyze, evaluate, and recommend action on senior needs; understand and accept the needs and rights of others and effectively communicate with seniors.
- Possess and exceptional work ethic with excellent interpersonal, organizational, and planning skills and be able to exercise independent judgement as appropriate and to work independently with little direct supervision. Must promote team work.
- Physical ability to perform essential job functions without any health restrictions, including the ability to sit, stand, lift and carry up to 30 pounds unassisted

MINIMUM QUALIFICATIONS – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

1. Bachelor or associate degree preferred.
2. Must have a valid Alabama Driver's License, a good driving record.
3. Must submit to and pass a pre-employment physical, and drug and alcohol screening.
4. Prior to employment offer, position subject to satisfactory background check, Act 33 Clearance, Motor Vehicle Record check (MVR) and the ability to be bonded.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

Essential Physical Abilities
Work is primarily performed in an office setting using standard office equipment, including a computer, and to attend meetings and events at various sites within and away from the City of Troy, sometimes during evening and weekend hours; strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; hearing and

speech to communicate in person and over the telephone.
Supervisory Control
The Nutrition Center Manager assigns work in terms of general instructions. The Supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
Guidelines
Guidelines include City of Troy Personnel Policies and procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific, but may require some interpretation in application.
Complexity
The work consists of supervisory related duties. The large number of policies, procedures, laws and regulations to be followed contributes to the complexity of this position.
Scope & Effect
The purpose of this position is to assist in the oversight of the daily operation of the Nutrition Center to ensure that the center and its programs both internally and externally run smoothly. Success in this position results in greater effectiveness of the Nutrition Center's processes and services.
Personal Contacts
Contacts are typically with clients, employees, co-workers, support agencies, and members of the general public.
Purpose of Contacts
Contacts are typically to give or exchange information, resolve problems, and provide services.
Work Environment
The work is typically performed in an office setting.
Supervision Exercised
Full-time, part-time, temporary and volunteer personnel and interns.

NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Some travel required.

Successful applicant is required to pass physical examination and drug test, and have a valid Alabama Drivers' License. Position is subject to satisfactory background check.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

City of Troy
Human Resources Dept.
Troy, Alabama

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION.

The City of Troy is an Equal Opportunity Employer.