



New York Common Pantry Job Description

Job Title: Intake/ Nutrition Manager

Reports To: Director of Food Programs

The Commodity Supplemental Food Programs (CSFP) Intake/ Nutrition Manager is responsible for supervising all intake associates, oversight of curriculum for nutrition education and maintaining and expanding relationships with community partners. This job is a full-time, exempt position and may require some weekend work.

Job Responsibilities

- Oversee all caseload and nutrition educations operations for NY Common Pantry's CSFP.
- Supervise all Intake/ Nutrition Associates for the CSFP at NY Common Pantry.

Nutrition Education

- Comply with State directives Senior Farmers Market Nutrition Program to provide necessary check booklet security measures including procedures for receipt, inventory, and storage in accordance with the CSFP Manual.
- Work on developing the nutrition education program, developing a curriculum that introduces use of commodities package, active lifestyle and obesity prevention.
- Conduct outreach and establish partnerships with organizations to provide nutrition education programming to seniors, at both permanent and mobile sites.
- Submit monthly reports on all nutrition education done by the intake associates to the Director of Food Programs
- Collaborate with all available Senior Farmers' Market Nutrition Programs.
- Comply with State directives Senior Farmers Market Nutrition Program to provide necessary check booklet security measures including procedures for receipt, inventory, and storage in accordance with the CSFP Manual.
- Collaborate with Live Healthy! Program Manager on curriculum development and evaluation methodology.
- Maintain all data collection of participants of workshops and classes, including monitoring academic progress of individual students and classes.
- Work on other program-related activities as needed and assigned.

Caseload Management

- Monitor performance goals, evaluating job performance, scheduling and monitoring accrued employee time of all intake/ nutrition associates.
- Ensure up to date accurate information is entered in both the FANIS and Unicentric databases by the intake/ nutrition associates.
- Ensure that quality service provision is provided and address all customer service issues that arise during intake and nutrition education at permanent and mobile sites.
- Establish a protocol for wait listing eligible participants when instructed by the Director of Food Programs to do so.
- Establish and implement a system to ensure confidentiality of participant records.
- Submit all required reports to the Director of Food Programs in a timely manner,
- Assist with other program-related activities as needed and assigned by the Director of Food Programs.

Qualifications: Bachelors in Nutrition/Nutrition Education required; Minimum of 2 years' supervisory experience in nutrition education; English/Spanish Bilingual is preferred; Strong classroom management skills required; Experience developing and evaluating nutrition programming; Experience evaluating instructor performance; Must be computer literate; Must be able to manage multiple priorities and task; Knowledge of client tracking programs a plus; Strong clerical skills with typing at least 25 wpm; Must be comfortable working with diverse populations; Must be able to lift 30+lbs; Willing to travel.