DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
OFFICE ON AGING- NUTRITION	Health Nutrition Administrator Position Summary: Position directs the overall operation of six multi-purpose senior wellness centers including the Nutrition Program for the Elderly (i.e., congregate and home delivered meals -Older Americans Act program). Centers provide wellness, educational, recreational and community service programs for clients age 60 and above. Responsibilities: Position supervises & trains staff to ensure that all operations including menus are in compliance with state & federal requirements; ensures that food service operations are conducted according to state & local health department standards. Position oversees the Wellness unit and works with staff to offer programs that include a variety of evidence – based programs at senior centers and various community locations. Position develops, implements, evaluates marketing strategies to promote the Nutrition/Wellness unit. Position identifies and collaborates with community partners to promote the unit and to implement special initiatives that benefit senior participants. Position writes grants to support center and wellness programming. Position devises, implements and evaluates quality assurance initiatives and develops response plans to ensure ongoing quality improvement; position coordinates emergency preparedness policies/activities for senior centers and MOW clients especially as related to meal availability; Position prepares bid specifications for the provision of such things as meals, equipment maintenance, systems needed to streamline data collection; recruits and develops training for volunteers to support senior center operations; oversees the Home Delivered Meal Volunteer Initiative; serves as a member of the Office on Aging & Disability Services Leadership Team setting policy, preparing the budget, analyzing trends/program statistics, and planning/participating in special events; serves on state committees related to aging services. Position works under the required structure; meals must meet required dietan levels/ in congreg	16C		ORIGINAL
	creative problem solving skills. Incumbent must have the ability to read, write, understand and communicate clearly in English; excellent writing skills. Incumbent must have the ability to pass NJ State Certified Food Manager Test every 5 years or other Food Sanitation tests (i.e., ServSafe). Computer knowledge including Windows 7, Word, Excel and Outlook, PowerPoint and experience in computer assisted menu analysis. Must possess a valid NJ Driver's License.			