

# **RICHLAND COUNTY POSITION DESCRIPTION**

**Position Title:** Nutrition Site Worker

**Department:** Health and Human Services

**Reports to:** Public Health Supervisor

**Pay Grade:** 7

**Date:** July 14, 2005

**Hours Per Week:** Determined by Management

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## **PURPOSE OF POSITION**

The purpose of this position is to direct and complete activities at the assigned meal site in accordance with policies and procedures listed in the Richland County Health & Human Services Elderly Nutrition Program Employee Handbook for the Health, Aging and Disability Resource Center Unit of Richland County Health & Human Services.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.**

- Supervises day-to-day operations of the meal site in accordance with the Richland County Health & Human Services Elderly Nutrition Program Employee Handbook.
- Supervises collection of donations and fees.
- Supervises collection of required client information.
- Supervises volunteers and Title V workers.
- Maintains records as required and submit reports.
- Maintains a daily check system on attendance and meal recipients.
- Responsible for general cleaning and maintenance of meal site and to notify supervisor if issues arise.
- Notifies supervisor of supplies needed.
- Assists with social aspects of the program, entertainment and educational.
- Develops and maintains good public relations with the community, making appropriate assistance referrals to other Health & Human Services programs.
- Completes duties at the assigned meal site as listed in the Richland County Health & Human Services Elderly Nutrition Program Employee Handbook.
- Maintains client confidentiality.

## **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

- High School diploma or any combination of education and experience that provides equivalent knowledge, skills and abilities. Food services experience preferred.
- Current WI driver's license and unlimited access to reliable transportation.

**PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM  
ESSENTIAL JOB FUNCTIONS**

**Language Ability and Interpersonal Communication**

- Ability to follow a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure, and sort information. Ability to assemble copy, record, and translate data and information.
- Ability to utilize descriptive data and information, such as regulations, correspondence, and general operating manuals.

**Mathematical Ability**

- Ability to add, subtract, multiply, divide, and calculate decimals and fractions.

**Judgment and Situational Reasoning**

- Ability to work independently.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use independent judgement frequently in routine situations.
- Ability to use functional reasoning in the performance of semi-routine functions involving standardized work with some choice of action.
- Ability to understand and report unusual circumstances to supervisor.

**Physical Requirements**

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements.
- Ability to exert moderate effort in work, including stooping, kneeling and crouching. Ability to handle, finger and feel.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.

**Environmental Adaptability**

- Ability, in regard to environmental factors such as temperature variations, noise, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a low risk for disease or physical harm.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date