



840 Main Street
Peekskill, New York 10566

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VACANCY FOR NUTRITION SITE MANAGER

Posting Date: SEPTEMBER 7, 2018

Salary: \$65,232 - \$81,540

The City of Peekskill is seeking a full-time Nutrition Site Manager for the Nutrition/Senior Program. Please see the attached job description for a complete list of duties and responsibilities.

Interested candidates must submit a letter of interest, resume and application to the City of Peekskill Human Resources Department, 840 Main Street, Peekskill, NY 10566. You may also submit this material via e-mail (jduncan@cityofpeekskill.com). Employment Applications can be obtained from the Human Resources Office or the City's website www.cityofpeekskill.com (Human Resources Department webpage).

There are no residency requirements to participate in the application process, but preference in appointment may be given to qualified candidates that have been City of Peekskill residents for at least 30 days prior to the effective date of appointment.

The City of Peekskill is an Equal Opportunity Employer.

Application Deadline: SEPTEMBER 17, 2018



CITY OF PEEKSKILL JOB DESCRIPTION
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<i>Job Title:</i>	Nutrition Site Manager	<i>Department:</i>	Nutrition/Seniors
<i>Position Number:</i>		<i>Department Number:</i>	
<i>Reports to:</i>	City Manager	<i>Civil Service Classification:</i>	Competitive
<i>Prepared by:</i>	City of Peekskill Department of Human Resources	<i>Employment Status:</i>	Full-Time
		<i>FLSA Status:</i>	Non-Exempt

JOB SUMMARY

Provides efficient distribution and serving of meals to senior citizens onsite at Senior Center or delivered to home. Does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists in coordinating program and services for Peekskill and Cortlandt homebound meals and Peekskill congregate meal service;
- Plans and supervises the service of meals at a nutrition site;
- Oversees the preparation of meals for home delivery for Cortlandt and Peekskill centers;
- Assists in inventory control including shelves, refrigerated foods and supplies;
- Monitors vendor pricing periodically and references against contracted prices as per the City procurement policy;
- Responsible for ensuring safe food handling procedures are followed and temperature logs for Cortlandt and Peekskill are recorded and delivered to appropriate staff for reporting to Westchester County Board of Health;
- Maintains cleaning checklists and communicates standards to staff;
- Facilitates train for staff as necessary e.g. ServSafc protocols
- Supervises and assists in the registration of senior citizen participants in the Peekskill program for the purpose of meal logs submissions to Westchester County;
- Completes forms required by Westchester County Office of the Aging regarding program utilization;
- Manages food preparation and service of Cortlandt senior center meals and Peekskill congregate site;
- Coordinates programs monthly with Peekskill Senior Club Director e.g. birthday parties;
- Ensures quality control of Peekskill and Cortlandt homebound and congregate meals;
- Prepares daily registration sheets for Peekskill and tallies monies collected for meals served or delivered;
- Provides sign-in sheets for meal logs for submission to County;
- Checks daily census with Peekskill and Cortlandt clerical staff for any changes in meal preparations and communicates changes to kitchen staff as needed;
- Collaborates with internal staff on various tasks including contract completion, special events, outreach, homebound delivery client situations, communications with county staff;
- Reports all client logs to Peer Place data center for documentation and reimbursement
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments.

SUPERVISORY RESPONSIBILITIES

Supervision is exercised over Cook, Senior Office Assistant, Kitchen Aide, Food Service Helper and part-time staff.

MINIMUM QUALIFICATIONS (As adopted by the Westchester County Human Resources Department)

Either: (a) graduation from high school or possession of an equivalency diploma and one (1) year of experience in food service work in a restaurant, school lunch program, hospital day care center, senior citizens' center, nursing home or related field; (b) five (5) years of experience as specified in (a).

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger or grasp, reach with hands and arms. The employee is frequently required to talk and hear. The employee is occasionally required to stand and walk.

The physical requirements of this position also require the ability to exert up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or regularly to move objects.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not subject to substantial exposure to adverse environmental conditions.

EMPLOYER'S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee holding this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as required by the applicable Department Head/supervisor and/or City Manager.
- This job description is intended for the internal use by the City of Peekskill and does not replace the job specification that has been adopted by the Westchester County Human Resources Department.
- This job description does not create a contract of employment, express or implied.