

Job Description  
Floater/Nutrition Assistant

**Position Title:** “Floater”/Nutrition Assistant **Program:** OAA – Nutrition Program **Classification:** Non-Exempt  
**Hours:** Full-Time/ Part Time

**Reports To:** Senior Programs Manager **NATURE OF WORK**

Under general supervision and as needed, coordinates Senior Nutrition Program at various sites. Assists as needed with the OAA Nutrition Meal Program while assisting guests, providing customer services, and ensuring that safe and appropriate services are provided for the senior citizens in the community. On other occasions, you may work closely with the Operations/ Nutrition Director for inventory and supply control system within the OAA Nutrition Program. May also, as needed, deliver comprehensive Nutritional Education as provided by the program Registered Dietician. May occasionally help develop and implement program outreach for senior participants and community members.

### ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. On occasion, may be required to work outside scheduled hours, including evenings and/or weekends.*

The Position may:

- Provide back-up support to other staff as needed or directed.
- Oversee Nutrition Program facility activities, enforce rules and safety standards, and assist program participants; report complaints, safety conditions, and security and building maintenance issues.
- Coordinate activities, volunteers, and services, including special-interest programs for seniors, nutrition programs, meal preparation, transportation, special events, and social activities to meet the clients’ needs.

- Act as a substitute site manager as needed to coordinate activities, games, classes, workshops, social events, and special programs for seniors at other sites; oversee outreach events, facilities, and activities, and ensure compliance with rules, regulations, and policies; assist in the planning of activities and events.
- Ensure facilities are safe, clean, and aesthetically pleasing, and adhere to policies and procedures for efficient and safe operations.
- Register and enroll program participants for all nutrition sites.
  - Provide customer services and general information and resolve problems and customer service inquiries and requests within scope of authority for all nutrition sites.
- Maintain program accounting and administrative records for nutrition sites.
  - Update and maintain activity schedules, classes, and special events.
  - Maintain paperwork, registration forms and event calendars.
  - Input data and maintain administrative and program database specifically for all nutrition sites.
  - Collect and account for donations and revenue for all nutrition sites.
  - Maintain inventory of supplies and equipment.
  - Collects information, tracks services provided, monitor results, and compile data for reports for all nutrition sites.
- Prepare and/or assist with preparing facilities for activities and events.
  - Assist in the development and distribution of special promotional materials, and newsletters for all nutrition sites.
  - Write monthly newsletter articles.
    - Explain Senior Programs to clients, community groups and volunteers.
    - Receive inventory pack sheets from other Nutrition Staff for processing for all nutrition sites.
  - Fill requested Nutrition Program Inventory needs by pre-packing available inventory for shipment to outer sites.
  - Prepare weekly food/non-food supply order for submission to the Operations Director.
  - Work closely with Operations Director to ensure requested Nutrition Program inventory needs can be met on a weekly or bi-weekly basis.

- Receive weekly shipment of supplies and ensure accuracy of received materials for all nutrition sites finalize packing of requested Nutrition Program inventory for shipment to outer sites.
- If necessary, deliver inventory to sites via company van to ensure required items are received in a timely manner.
  - Maintain absolute confidentiality of work-related issues, personnel records, and organization information; complies with the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A} as amended.
  - Must be willing to travel, including overnight stays for training, meetings and conferences as needed.
  - Must complete other duties as assigned.

#### WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment, commercial kitchens, and recreation facilities; work involves physical demands of standing, walking, lifting 25 pounds regularly, lifting 50 pounds on occasion and frequent use of a personal computer.

#### EMPLOYMENT STANDARDS:

High School Diploma or equivalent; AND one (1) year of customer service experience.

A valid Driver's License is required. Must complete the First Aid/CPR and HIPAA training programs within 30 days of hire and pass a background

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investigation. Food Worker Card must be obtained from the Washington State Department of Health to be obtained within 30 days of hire.

#### KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of:

- Basic safety rules & regulations for commercial environments.
- Principles of record keeping and records management.
- Business and personal computers, and standard software applications.

Skills in:

- Interacting with a diverse group of elder clients in a cooperative, compassionate, and caring manner.

- Coordinating recreation activities and participants.
- Training and supervising the work of part-time volunteer staff.
- Interacting with people of all social, economic, cultural, and ethnic backgrounds.
- Maintaining accurate records.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers, supervisor,

director, Board of Directors, and other stakeholders.

- Following verbal and written instructions.
- Meal preparation/food service.

Starting Pay \$16.00/ hr.