

**DEPARTMENT:** All Applicable  
**CLASSIFICATION:** All Competitive; County part-time and Town of Somerset non-competitive  
**APPROVED:** NOVEMBER 4, 1999

### **NUTRITION SERVICES ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** The duties of the position involve responsibility for overseeing the preparation and delivery of nutritious meals at a meal site for the elderly. Incumbents are responsible for staffing the meal site with employees and volunteer workers and for assisting in improving the well-being of the elderly who participate in the activities of the meal site. Work is performed under general supervision of the Nutrition Services Coordinator with leeway allowed for exercise of independent judgment. Supervision is exercised over kitchen and dining room employees. Assists the Nutrition Services Coordinator in the preparation and delivery of nutritious meals and related supportive services for the elderly. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Assists in the planning, preparation and services of nutritious and palatable meals for older persons;
2. Assists in the receipt, checking, and storage of food and other supplies;
3. Assists in providing supportive services including outreach, transportation, information and referral, nutrition education and shopping assistance as necessary;
4. Assists in recruiting and training all nutrition services personnel and volunteer workers;
5. Supervises kitchen and dining room employees at a meal site;
6. Maintains accurate records including time slips, number of consumers participating in daily program and other forms as required;
7. Supervises and participates in the collection of meal monies;

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of eating habits, nutritional needs and food interests of the elderly; working knowledge of the principles and practices of large quantity food preparation and service; working knowledge of community agencies, facilities and services that may be utilized to help the elderly; working knowledge of public relations techniques as they relate to the meal site program; ability to plan and supervise the work of others; ability to communicate clearly and effectively both orally and in writing; ability to comprehend both oral and written instructions; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Completion of a standard grade school course;

**AND: 1.** Two (2) years of volunteer or paid experience in community social work or related field;

**OR: 2.** Any equivalent combination of training and experience.

**NOTE:** When used in the Town of Somerset in its Seniors funded program, only one (1) year of volunteer work which included seniors or two (2) years of participation in a Senior Program is required.

Non-competitive approved by State CSC 12/17/2001 for Town of Somerset.

Non-competitive approved by State CSC 1/23/1979 for County part-time.