



Nutrition Director  
General Job Description  
Revised May 2018

***Description***

The Nutrition Director reports to the Executive Director/Deputy Director and is responsible for the Nutrition program.

***Education/Experience***

- Must have a high school diploma.
- Must have previous experience working within strict deadlines and managing a team.
- Must have previous experience working with office procedures and management.

***Skills***

- Ability to manage a tight schedule and work within deadlines
- Ability to lift 50lbs.
- Ability to communicate effectively and clearly with clients and coworkers.
- Ability to perform assessments.
- Ability to prioritize and make decisions independently.
- Ability to perform other tasks for other departments as needed.
- Ability to learn and utilize Chapter 8, the GWAAR website, and obtain a ServSafe Certification.
- Ability to work in an office environment.

***Duties and Responsibilities***

Listed below are examples of duties and areas of responsibilities for this position. The listing below does not include all responsibilities or challenges that present themselves in this position.

- Coordinate all assignments, schedules, and billing for the Nutrition Dept.
- Manage the fleet of Nutrition vehicles and transportation arrangements for food.
- Maintain flexibility and be able to step into other roles with the Nutrition department as needed.
- Maintain accurate and neat records, as well as the newsletter that is sent out to clients.
- Provide differing levels of supervision as needed for staff.
- Prioritize issues as they arise and work to solve them.

