

Malheur council on Aging & Community Services

POSITION DESCRIPTION

Position Title: Nutrition Assistant		Supervised By: Aging Services Specialist	Effective Date: 9/22/2026
Position is:	Full Time () Part Time (X) – • 24 hours/week • Mon – Thu • 9:00 am – 3:30 pm	Regular/Permanent (X) Limited Duration () Seasonal ()	Starting Salary: \$14.55/hour

Summary:

Supports the daily operation of MCOA&CS nutrition programs by providing meal service and customer support to older adults at senior meal sites and assisting with the coordination and delivery of home delivered meals. This position helps create a warm, welcoming and safe environment for older adults while ensuring that the meals are transported, prepared for service, served, and handled in accordance with applicable food safety and program requirements.

The Nutrition Assistant also provided information and assistance to older adults, greets and directs visitors, maintains required documentation, and assists with activities necessary for the effective operation of the nutrition program.

The position requires dependable customer service, attention to detail, good organizational skills, the ability to work independently, and a commitment to protecting the dignity, safety, and confidentiality of the older adults served.

Essential Duties and Responsibilities:

- Ensure safety is a priority in performing all job responsibilities and ensuring the safety policy is adhered to.
- Provide information to seniors about services available to them.
- Pick up meals from the preparation site and deliver them to the meal site(s) using an MCOA&CS vehicle.
- Set up and serve meals and carry out other activities necessary for the operation of the meal site.
- Coordinate and/or deliver home delivered meals at the meal site.
- Clean and sanitize food preparation areas daily and follow applicable food safety, USDA, and program requirements.
- Maintain and complete required documentation and follow applicable performance standards and work plans.
- Provide customer service, greet and direct visitors, and represent MCOA&CS in a professional and positive manner.
- Participate in professional development, including occasional off-site activities, at the direction and support of the supervisor.

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Qualifications:

- Ability to respond with sensitivity to the unique needs of older adults and other vulnerable individuals.
- Must successfully pass required criminal background checks for MCOA&CS and Snake River Correctional Institute.
- Must possess a valid driver's license, maintain a good driving record, and have valid vehicle insurance.
- Minimum of one year of experience in food service or a senior services-related field.
- Must have, or be willing to obtain within 30 days of hire, CPR and First Aide and Food Safety certifications.

Work Environment:

This position involves regular interaction with older adults, caregivers, community organizations, and other service providers. The employee works primarily in Senior Centers and participant homes with daily travel to locations. Some office/desk work takes place on a regular basis.

Physical/Mental Abilities and Processes:

- Computer literacy including Microsoft Office and Google programs.
- High level of accuracy and attention to details.
- Ability to work independently, make appropriate decisions, and organize work effectively to ensure efficient operation of the meal site and compliance with applicable performance standards.
- Ability to lift up to 30 pounds regularly.
- Perform proper sanitation and food storage techniques.
- Ability to perform proper sanitation and food storage techniques and appropriately handle confidential information.

NOTE: Malheur Council on Aging & Community Services will be responsible for the cost of the First Aide course/CPR programs, the Food Handlers card and scheduling.