



Nutrition Manager

Position: MACC Nutrition Manager
Reporting To: Cecily Rose
Hours: 20-30 hours

JOB DESCRIPTION

PURPOSE

The Molalla Adult Community Center (MACC) is a non-profit that exists to aid seniors and people with disabilities in maintaining independence through programs and services designed for better overall health and wellbeing. For 9 years, the Center has been managed by Foothills Community Church and Molalla Area Seniors, Incorporated, a non-religious nonprofit. This position oversees the Nutrition Program at MACC. The Nutrition Manager orders all food and supplies needed for both congregate meals and meals on wheels. Works directly with the Director and Clients Service Representative to add and remove participants as needed or make necessary changes. Oversees all nutrition program volunteers. Attends required menu calls as well as weekly staff meetings. Completes and maintains required certifications. Maintains a safe and clean kitchen and working nutrition environment. Aids in the fundraising efforts of the Center. Our team comes to work smiling every day with a purpose of bringing joy and hope to the lives of those we have the opportunity to serve. We believe that time spent serving others is time well spent. Our team grows together in both skills, relationships, and fun with vigorous intentionality. This position has a great balance of requested or needed oversight as well as creative freedom to take it to new heights.

RESPONSIBILITIES

- Oversees the Nutrition program of the Molalla Adult Community Center
- Keep sensitive information confidential
- Attends menu calls providing input on client needs and requests
- Assists in coordinating events and functions
- Assist on projects that include the entire staff
- Prepare documents and communications with nutrition vendors
- Attends meetings
- Volunteer oversight
- Other tasks as assigned

CORE COMPETENCIES

- Customer Focus
- Approachability
- Compassion
- Organizing
- Priority Setting
- Time Management

POSITION SPECIFIC COMPETENCIES

- Integrity and Trust
- Learning on the Fly
- Informing
- Composure
- Ethics and Values
- Time Management
- Organizing