

POSITION TITLE: Nutrition Coordinator
Hiring Range: \$30,800 - \$39,500
SUPERVISED BY: Program Director

Classification: Full-Time
FLSA Status: Non-Exempt

Location: Albuquerque, NM

JOB SUMMARY: Responsible for food services management including ordering food and supplies, safe food storage, maintaining records, and food inventory and budget following USDA guidelines. Directly oversee the nutrition education and distribution program, including providing volunteer orientation, training and supervision; developing new partnerships with local farmers, farmer's markets and other food justice organizations to increase the capacity of the Food Security program to serve the community. Competently use of the nutrition care process including nutrition assessment, identification of nutritional diagnosis, implementation of appropriate nutrition intervention, and formulation of client specific goals, monitoring, evaluation, and follow up of outcomes. Supervises operations of a community food distribution point serving over 1100 needy families annually. Maintain accurate records by reviewing monthly agency statistics, updating and maintaining the Food Bank's agency database and maintaining updated information in member agency files for the efficient ongoing operation of the food pantry. Provide hands-on, relevant, and culturally appropriate education and skills to low-income individuals and families related to cooking, nutrition, and food budgeting. Develop and grow community partnerships, create and implement nutrition education materials, teach and facilitate nutrition education classes and education opportunities. Contribute to transitional housing clients' positive community environment through resident, staff, family and community interactions and events. Initiate learning opportunities for residents, staff and family on topics of nutrition, diet, food and health. Develop and maintain positive relationships with outside suppliers, vendors, and contracted supports.

ESSENTIAL JOB FUNCTIONS:

- Distribute information on and assist with government assistance applications including SNAP, WIC and TANF
- Ensure a high degree of resident satisfaction with all aspects of food service with a holistic focus on healthy food choices and appropriate substitutions
- Consult with resident services staff on individual dietary and nutrition goals
- Ensure compliance with state, local, and regulatory agencies as they relate to food service
- Maintain kitchen sanitation and safety standards, ensuring that all work and storage areas are clean, free of hazards and properly arranged
- Makes referrals to other services, agencies and community resources as needed
- Monitor programs for compliance with Food Bank, USDA and Feeding America guidelines including health & safety and civil rights compliance.
- Provide direct assistance to clients of varying backgrounds; conduct client intake and data entry and ensure security and confidentiality of client records.
- Using evidence-based nutrition practice guidelines, provides nutrition education to Veterans and their families
- Perform other related duties as assigned

*Preference given to eligible Veterans and Immediate Veteran Family Members
NMVIC is an Equal Opportunity Employer*

Minimum Qualifications	Associates degree, or combination of education and experience
	Two (2) or more years of experience working with vulnerable populations
	Current Food Handler Certification or ability to obtain within 90 days
	Experience in inventory control and food safety
	<i>* Experience may be substitute in lieu of educational requirements</i>
Preferred Skills	College degree or equal combination of education and experience
	Two (2) or more years' experience in community outreach with vulnerable populations
	Three (3) or more years in food service, distribution and safety operations
	Current Food Manager Certification
KNOWLEDGE, SKILLS & ABILITIES	
Client-Focused	<ul style="list-style-type: none"> • Plan and direct the preparation and serving of special occasions and holiday dinners • Use a client-centered focus that involves compassion and non-judgmental approaches to providing services
Judgment and Decision Making	<ul style="list-style-type: none"> • Evaluate nutritional needs of clients and determine most opportune ways for them to prepare nutritionally-balanced meals • Ability to work with a variety of departments and independently with limited supervision
Communication	<ul style="list-style-type: none"> • Communicate effectively both orally and in writing • Convey the mission of the VIC and the need of at-risk and homeless Veterans & Families • Represent the team and organization during community meetings and forums that can address the needs of the Veteran population • Serve as a resource for hunger relief information in the community
Technical Skills	<ul style="list-style-type: none"> • Ability to train residents and staff on basic serving, handling and safety procedures • Demonstrated skills in teaching adults of varying competency levels about food safety, nutrition education and positive eating habits • Manage routine maintenance, repairs and replacement of kitchen equipment • Strong computer skills
Teamwork	<ul style="list-style-type: none"> • Participate in community meetings that use a collective approach to problem-solving • Manage individual workload and provide support to team members when needed
PHYSICAL REQUIREMENTS	
	Work with Veterans in crisis or extreme mental distress recovering from homelessness
Frequent	Drive safely and recognize hazards, including 15 passenger vehicle
Occasional	Standing or walking for long periods of time
Occasional	Able to lift and carry up to 50 pounds.
ADDITIONAL REQUIREMENTS	<ul style="list-style-type: none"> • Valid US Driver License, Proof of Current Insurance, Use of Reliable POV • Clean Motor Vehicle Driving Record – no more than 2 moving violations or license suspension in the past 3 years
	<i>* Criminal History does not automatically exclude applicant from potential hiring</i>
WORKING CONDITIONS	Indoor: 70% - Office environment
	Outdoor: 30% - All weather conditions and variable temperatures