



## Job Description

<b>Job Title:</b>	<b>Nutrition Services Manager</b>
<b>Classification:</b>	Full-Time, Exempt
<b>Department:</b>	Agency Relations & Nutrition Services
<b>Reports to:</b>	Program Director
<b>Location:</b>	Boise, ID
<b>Posting Date:</b>	Wednesday, August 27, 2014
<b>Closing Date:</b>	Wednesday, September 10, 2014 at 5:00 p.m. or until filled
<b>How to Apply:</b>	<a href="http://www.idahofoodbank.org">www.idahofoodbank.org</a>

### Job Summary:

The Nutrition Services Manager is an administrative position designed to support the goals and objectives of The Idaho Foodbank's Nutrition Services Department through program delivery. Under the supervision and guidance of the Program Director, The Nutrition Services Manager is responsible the oversight, evaluation and implementation of all nutrition programs (Backpack, School Pantry, Summer Food) and nutrition education (Cooking Matters) intended for our recipient population and the general public. Duties and responsibilities are subject to change in order to meet the needs of current and future programs, fulfilling the immediate and growth needs of our communities.

### KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

- Must have at least a Bachelor's Degree (Nutrition / Dietetics / Public Health / Health Education and Promotion / Social Services)
- Candidate should have at least 3 years of experience managing programs and staff.
- Ability to hire, train, delegate, and motivate a high-performing staff committed to the mission and values of the Foodbank
- Strong leadership skills to ensure strong cross-functional collaboration and inclusion of multiple branch locations to promote teamwork
- Develop strategic business plans for annual and long-term goals for all programs
- Experience and commitment to serving low income individuals and families
- Knowledge of food assistance programs, hunger issues, and/or experience with social service agencies preferred
- Able to handle multiple priorities and effectively work with a diverse staff
- Excellent organizational skills and project management experience
- Excellent written and verbal communication skills as well as demonstrated problem-solving and conflict resolution skills
- Must have skills in training and/or facilitation of meetings
- Experience at data collection and analysis
- Ability to make presentations and develop reports, newsletter, brochures that include data and technical information
- Excellent customer-service skills and friendly with others
- Frequent travel required in counties served by organization/programs
- *Fluency in English and Spanish a plus*

### PRINCIPLE DUTIES AND RESPONSIBILITIES:

#### Nutrition Education

- Management of the relationship and oversight for all aspects (planning, budgeting, organizing and implementation) of the Cooking Matters and Cooking Matters At The Store programs in compliance with Share Our Strength's gold standards of operation at all 3 Idaho Foodbank branch locations
- Develop and maintain strategic relationships within the professional community to increase

- the visibility of the programs
- Work with Agency Relations and Food Sourcing Departments to determine the nutrition education needs of our partner agencies
- Represent Idaho Foodbank and nutrition programs through various media outlets and speaker's bureau presentations
- Have a focus on the relationship between hunger and obesity in food insecure households and high-risk populations

**Nutrition Programs: Backpack, School Pantry, Summer Food Service**

- Manager duties related to planning, budgeting, organizing and implementation of The Idaho Foodbank's Backpack, School Pantry and Summer Food Service Programs
- Assure program operations regularly meet the needs of low income children and families
- Provide guidance and support to other Idaho Foodbank branch locations for program implementation and coordination
- Provide oversight of all employees and VISTA Volunteers
- Oversee recruitment of school partners, information and trainings for those partners regarding program compliance and reporting requirements related to data collection
- Oversee menu planning, food purchases, inventory control and distribution of food products
- Assure SFSP compliance with USDA/Dept. of Education, attend state sponsored training
- Assure the timely submission of all reports including data entry for The Idaho Foodbank Dashboard
- Represent The Idaho Foodbank at meetings or other events as needed
- Other duties as assigned

**JOB REQUIREMENTS:**

- Have a clean, professional appearance
- Must be able to pass a national background check
- Must be able to pass a pre-employment drug screening
- Demonstrated capabilities at an intermediate level in MS Office, including internet
- Must be able to provide an acceptable Motor Vehicle Record to meet insurance eligibility requirements
- Have a valid Driver's License and access to an automobile with current auto insurance
- Must be able to pass ServSafe Certification

**WORKING CONDITIONS**

This work is performed primarily in an office environment while sitting at a computer terminal for extended periods of time. Employee will use computer and smart phones extensively. Work may involve periodic lifting and carrying of items that may weigh up to 50 pounds. May work outside normal business hours, such as evenings and weekends, and could require driving frequently due to work performed in the community. Mileage reimbursement will be provided when using a personal vehicle.