

# Food Bank of WNY

## JOB POSTING

**POSITION TITLE: NUTRITION RESOURCE MANAGER – PART TIME REGULAR  
(20-25 HRS/WK)**

**REPORTS TO: AGENCY SERVICES DIRECTOR**

**SUMMARY OF DUTIES:** Develops and implements plans of nutritional care based on need. Maintains knowledge of nutritional principles, diet, food selection, and economics.

### **RESPONSIBILITIES:**

- Provides education and technical assistance to emergency food relief organizations in nutrition, food safety, use of Food Bank products, and resource management to help ensure that quality, safe, and cost-effective food is available to low income families. This includes educating emergency food providers to use Hunger Prevention Nutrition Assistance Program (HPNAP) and other grant programs.
- Assesses member agencies' nutrition education needs and responds with an educational workshop at least 4 times annually. Also contributes to the Food Bank's agency newsletter or e-news to promote nutrition education.
- Conducts site visits to member agencies or newly forming agencies to provide education and technical assistance in maintaining program and other resources.
- Provide technical assistance to agency coordinators and Food Bank staff on evaluating meals and food packages to meet grant policies.
- Instructs ServSafe class to agency coordinators and Food Bank staff.
- Provides technical assistance to Food Committee by assisting in quality control of perishables and dated food. Participates in weekly food meetings.
- Ensures Food Bank compliance of nutrition and food safety standards with national, state and local organizations or donors i.e. Feeding America, HPNAP, or United States Department of Agriculture (USDA)
- Participates in state, regional, and local nutrition surveillance activities, community and coalition meetings to understand current social and operational issues.
- Assists in overseeing nutrition education in the Good Cookin' and Kids-in-the-Kitchen programs, taught by the Youth Nutrition Coordinator.
- Provides technical assistance to Food Bank staff and agencies regarding safe product handling, storage, and shelf life requirements.
- Participates in grant fund allocation, review committees and in the selection of grant food purchased products based on ethnic and area nutritional needs. Prepares monthly product menus and participates in product testing and product promotion.
- Administers HPNAP Food Safety and Sanitation Project.
- Participates in HPNAP Operations Support Program.

- Member of and active participant in the HPNAP Community Garden Project.
- Coordinates wellness education workshop for Food Bank staff annually and other mandatory training as needed.
- Provides hunger advocacy education by assisting with development and maintenance of resource materials.
- Performs outreach activities and participates in Food Bank events as needed.
- Reports and summarizes progress activities at regular intervals; prepares periodic and special reports for the Food Bank and the New York State Department of Health, Division of Nutrition, as requested.
- Participates in conference calls, trainings, and meetings across New York State.
- Participates in other projects as requested by the Agency Services Director and/or President & CEO.

**QUALIFICATIONS REQUIRED:**

- Bachelor's degree from accredited institution with a major in food and human nutrition or food service management
- Registered Dietitian or NYS Certified Dietitian Nutritionist (CDN)
- Demonstrated ability to teach
- Demonstrated experience in food service
- Demonstrated experience with varied audiences including health, social service, and food service personnel
- Understanding of the varied Western New York ethnic groups, homeless, destitute, elderly, and needy population's nutritional needs
- Demonstrated computer skills, to include Microsoft Office (Word, Excel, PowerPoint), Outlook e-mail, internet, etc.
- Valid driver's license and automobile
- Ability to travel to other NYS locations to coordinate efforts with other Food Bank nutrition staff
- ServSafe Instructor and Proctor certification

**QUALIFICATIONS PREFERRED:**

- Minimum of two (2) years of professional, community nutrition related work experience
- Ability to adapt and grow in an expanding program
- Willing and able to work in a team environment
- Analytical ability to participate in statistical reports and surveys in order to find solutions to difficult problems

**The Food Bank of WNY is an affirmative action/equal opportunity employer and is committed to respecting diversity and individual differences.**