

Food Bank of WNY

JOB DESCRIPTION

POSITION TITLE: NUTRITION RESOURCE MANAGER
REPORTS TO: AGENCY SERVICES MANAGER

SUMMARY OF DUTIES: Develops, implements, and supervises plans of nutritional care based on need within the field. Is knowledgeable and adheres to national protocols/guidelines and collaborates with local partners focusing on nutritional principles of diet, food selection, food safety and related economics.

RESPONSIBILITIES:

1. Provides education and technical assistance to emergency food relief organizations focusing upon nutrition, food safety, use of Food Bank products and services, and resource management to help ensure quality, safe, and cost-effective foods are available to clients in need. This includes educating emergency food providers to use Hunger Nutrition and Hunger Prevention Program (HPNAP) and other grant programs to assist clients in need.
2. Assists and collaborates with the creation of the Food Bank's agency newsletter to promote communication and nutrition education throughout the Food Bank's member agency network.
3. Schedules field visits with existing member agencies and newly formed Emergency Feeding Organizations (EFO) programs in order to provide continuous education, technical support, answer queries concerning set-up and maintenance of programs, provide assistance with client choice model transition and other resources, as needed. A minimum of 6 field/site visits per month and includes regular program monitoring and assistance.
4. Provides technical nutritional assistance to the Food Bank Food Committee and actively participates in weekly food meetings.
5. Participates in state, regional and local nutrition surveillance activities.
6. Monitors Food Recalls through the FDA and Feeding America and effectively communicates related recall protocols to agencies.
7. Provides technical assistance to Food Bank staff and agencies regarding food safety including safe product handling, storage and shelf life requirements. Prepare menus and participate in product testing and promotion. Assists with ensuring continued American Institute of Baking (AIB) compliance.
8. Actively participates in existing and new grant fund allocation strategies, grant review committees and provides grant food selection guidance in order to purchase appropriate food products based on ethnic and area nutritional needs and related nutritional standards.
9. Administer the HPNAP Food Safety and Sanitation Project.
10. Actively participates in HPNAP Operations Support Program.

11. Helps to maintain the on-line Agency portal. Develops and maintains on-line resource materials and related files.
12. Generate and report progress activities at prescribed intervals; also prepares periodic and special reports for the Food Bank and the New York State Department of Health, Division of Nutrition as requested.
13. Administers Baby Needs grant, including selection of agency participants, products, and provides education to participants.
14. Participates in other projects as assigned by the Agency Services Manager.

QUALIFICATIONS REQUIRED:

1. Master's Degree or Bachelor's in food service administration, community nutrition, human nutrition, dietetics, public health, health education and/or an equitable degree from an accredited institution.
2. RD/RDN (Commission on Dietetic Registration) or at least two (2) years of professional, community nutrition related work experience.
3. Experience using varied communication techniques – spoken, written, and web-based.
4. Ability to regularly travel throughout the region and occasionally around the state.
5. Ability to effectively impart knowledge and direct nutrition education programs and to interpret and evaluate food and nutrition information for varied audiences.
6. Demonstrated experience in quality food service
7. Demonstrated experience with varied audiences including health, social service and food service personnel
8. Understanding of the varied Western New York ethnic groups, homeless, destitute, elderly and needy population's nutritional needs.
9. Valid Driver's license and automobile.

QUALIFICATIONS PREFERRED:

- Demonstrated ability to adapt and grow in an expanding program
- Willing and able to work in a team.
- Ability to work independently and proactively
- Relatively high level of analytical ability to participate in statistical reports and surveys in order to find solutions to difficult human and technical problems.

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

Signed: _____ Date: _____