



Job Description

Position: Nutrition Programs Manager

Reports To: Director of Nutrition Programs

Supervises: Program Site Coordinators

Job Summary

The Nutrition Program Manager is responsible for providing daily management to the Nutrition Programs Department with specific responsibilities in child nutrition, food safety and nutrition education. The Nutrition Programs Manager also oversees the School Produce Markets and should possess excellent written and verbal skills. This position requires that you work well with community partners, agencies, volunteers, and staff. The manager should have the ability to coordinate multi-functional projects, give attention to details, and great organizational skills.

General Duties and Responsibilities

- Manage operations of the School Produce Market Program.
- Stay abreast of Feeding America's standards for Child Nutrition programs.
- Develop and execute Standard Operating Procedures for School Market Program.
- Review documents for the Child and Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP) for accuracy.
- Submit all reports by the 10th of each month to the Director.
- Manage components of the Kids Cafe and Backpacks Programs to ensure Program standards are followed.
- Recruit eligible school partners for participation in Backpack and School Pantry programs.
- Provide leadership and conduct annual Back to School training for school staff and volunteers
- Maintain comprehensive records for at least three years.
- Work with Volunteer Coordinator to request volunteers for the School Produce Market program and share responsibility for the overall volunteer experience at the Foodbank.
- Lead efforts to decorate and set up for special program projects such as Culinary Graduation, Community Fairs, and Board Meetings.
- Assist with conducting basic food safety, nutrition education classes, and CACFP/SFSP trainings.
- Assist with recruitment of Culinary Training students and potential employers
- Confer with department Director concerning issues and changes in any program policies.
- Other Duties as Assigned

School Produce Market Program

- Plan monthly school market produce for distribution.
- Communicate with school personnel to ensure smooth distribution process
- Create recipe cards, incorporate harvest of the month, and recipe demonstrations.
- Load, deliver, and set up School Produce Markets.
- Collect data and maintain accurate record keeping for program.
- Create surveys and an evaluation tool for program delivery and improvements.
- Prepare postcards and flyers to market programs.



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CACFP/SFSP Programs

- Assist with recruiting eligible sites for participation in the CACFP and SFSP programs.
- Track and maintain reimbursement and expense reports.
- Maintain time sheets and driver logs for CACFP/SFSP programs.
- Conduct quarterly site/monitor visits for CACFP and SFSP.
- Prepare reports and subsequent documents for Temporary Assistance for Needy Families (TANF) grant.
- Prepare documents for end of year report for the Network Activity Report (NAR)
- Assist with annual monitoring of BackPack and School Pantry programs.

Essential Abilities and Competencies

- Demonstrated commitment to the Virginia Peninsula Foodbank's mission
- Maintains a positive work attitude by acting and communicating in a manner conducive to good interpersonal relations with participants, community partners, volunteers, and staff
- Excellent written and verbal communication skills
- Excellent organizational skills
- Excellent human relations skills/group facilitator
- Demonstrated skills and strong working knowledge of Microsoft Office Suite
- Attention to detail, coordinate multiple tasks simultaneously and set priorities to meet deadlines
- Ability to work with people from diverse backgrounds
- Quality Assurance

Minimum Qualifications (Education/Training/Certifications)

- College graduate (Concentration in Human Services, Nutrition, or Business)
- Detailed-oriented
- Ability to meet deadlines
- Works well as a team member and independently
- ServSafe Certified Food Manager (certification class provided)
- Valid VA Driver's License, personal vehicle, and excellent driving record
- Typing test may be required for accuracy

Physical Demands:

While performing duties of this job, the employee is regularly required to work in office or warehouse environment. Must be able to work in all weather and warehouse conditions, including refrigerated and freezer spaces.

This job requires that weight be lifted or force be exerted up to 50 pounds when handling inventory, donations, equipment, documents and files.

Close vision (clear vision at 20 inches or less) working with documents, computer



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screens and filing.

Distance vision (clear vision at 20 feet or more), peripheral vision, depth perception and ability to adjust focus when operating equipment.

Regularly required to talk or hear when communicating with employees and clients.

Perform duties and work in all types of weather conditions in and out outdoors.

Use hands and fingers to handle, or feel

Reach with hands and arms

The employee frequently is required to stand and or walk for extended periods of time.

The employee must be able to climb or balance.

The employee is occasionally required to stoop, kneel, crouch, or crawl.

General Sign-off: Employees are expected to adhere to all company policies and procedures.

I have read and understand this explanation and the job description.

Position: Nutrition Programs Manager

Employee Print Name: _____

Employee Signature: _____

Date: _____

Supervisor Print Name: _____

Supervisor Signature: _____

Date: _____

*Virginia Peninsula Foodbank is an Equal Opportunity Employer.
The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin,
religion, sex, age, veteran status, sexual orientation, and disability.*