



JOB POSTING, 9/19/2012

TITLE: Nutrition Resource Manager (NRM)

REPORTS TO: Director of Agency & Program Services

STATUS: Full-time

QUALIFICATIONS: A Bachelor's Degree in Nutrition, Food Service Management or related field or an Associate's Degree in a nutrition related field and two years of relevant work experience.

GENERAL DESCRIPTION: Provides technical assistance to Food Bank staff and member agencies regarding nutrition, food safety, storage and HPNAP/JSY nutrition policies and procedures.

SPECIFIC RESPONSIBILITIES AND DUTIES:

Agency Education

1. Plans and implements food/nutrition related workshops for member agencies
2. Provides regular food safety and sanitation workshops for member agencies
3. Prepares resource materials for member agencies and their clients pertaining to nutrition and food safety monthly
4. Plans and participates in agency relations workshops in conjunction with other members of the department
5. Works with member agencies to ensure they provide food assistance in accordance with HPNAP Policy.
6. Provides technical assistance to member agencies regarding food product concerns, such as product dating, labeling, storage, food recalls, etc.
7. Provides assistance to member agencies when issues regarding food safety and sanitation or nutritional quality of foods are identified by Food Bank staff at monitor visits

Hunger Prevention and Nutrition Assistance Program (HPNAP)

1. Coordinates the Food Safety and Sanitation Project
2. Administers all aspects of the Operations Support Project (OSP)
3. Coordinates the Just Say Yes to Fruits and Vegetables (JSY) project, in conjunction with JSY Nutrition Educators
4. Participates in the HPNAP Food Grant Review Board and HPNAP Advisory Board
5. Attends Nutrition Resource Manager Meetings and participates in regular conference calls
6. Meets with Contract Manager quarterly to report/discuss NRM activities and review quarterly report



Internal Operations

1. Participates in Agency Relations Department and Member Services Team meetings
2. Provides training for Food Bank staff on food and/or nutrition related topics
3. Works with Director of Warehouse Operations to evaluate foods for compliance with HPNAP nutrition and food safety standards and in accordance with demands of cultural relevance
4. Work with Director of Warehouse Operations on the Salvage Training Project, as needed.

Outreach

1. Conducts taste testings of new products and develops recipes and information to assist agencies in using new products
2. Participates in community and coalition meetings to understand current social and operational issues as well as promote nutrition services
3. Participates in professional development activities to maintain current knowledge of community nutrition, public health, and community food security issues

ADDITIONAL INFORMATION: Position entails limited local and regional travel and a clean drivers' license is required. Knowledge of Microsoft Word and Excel required.

SEND COVER LETTER AND RESUME, ALONG WITH SALARY REQUIREMENTS

TO: Susan Lintner, Director of Agency & Program Services