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# JOB DESCRIPTION

## *Nutrition Services (Non Clinical) Manager – Nutrition Center*

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Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**The duties of the Nutrition Services Manager include, but are not limited to:**

- Answers directly to the Nutrition Services Director, which may be the specified member or representative of Commissioners Court.
- Will work closely and as directed with DETCOG representatives.
- Answers and operates the center phone systems and routes callers or provides information.
- Receives the public and answers questions; responds to inquiries from employees, citizens and others. Refers, when necessary, to appropriate persons.
- Operates and is familiar with current nutrition center equipment.
- Oversees and assists in the preparation and distribution of prepared meals.
- Prepares, with the approval and oversight of the Director, the operation schedule as well as the food service schedule.
- Oversees and assists, as needed, the maintenance, daily cleaning and safety of the nutrition center food prep area and equipment.
- Establishes and maintains departmental documents and records.
- Collects donations from citizens and delivers funds to County Treasurers Office – daily.
- Performs other duties as assigned.

**Knowledge, skills and abilities required:**

- Efficient knowledge of telephone etiquette.
- Exceptional skills in customer relations/communication skills.
- Efficient knowledge of department forms, rules, procedures and guidelines.
- Efficient knowledge of basic record keeping and filing procedures.
- Exceptional skill in providing information and assistance to office staff, visitors and callers.

Please sign below as your acknowledgement of understanding of the above listed duties and responsibilities and skills required to work as the Veteran’s Services Administrative Assistant.

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Employee

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Date

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# JOB REQUIREMENTS

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**Minimum Education:**

- High School Diploma, or GED Equivalent

**Additional Certification:**

- City of Woodville Approved Food Handlers Course (County Expense)

**Additional Preferred Skills:**

- Microsoft Suite (Excel, Word, and Outlook)
- Knowledge of core Nutrition Center Functions

**Job Details:**

This position is a full (meaning, not seasonal or temporary), part-time job with the Tyler County Nutrition Center. The position is only approved for 29 hours per week. The employee will report to and work under the Commissioners Court member who oversees the day-to-day operations of the program. The position is designed to be the liaison between the Nutrition Center (Community) and Court. The candidate must be able to lift, drive, and stand for long periods of time as part of normal daily functions. As a daily function, the employee will deliver the daily donations to the Treasurer's office and wait for a receipt for the daily intake. The employee is expected to keep good records (to match the Treasurer) of the daily donations and attendance. The candidate is expected to develop good working relationships with the community while on the job.

Hours: Monday – Friday 8:30 am to 1:00 pm

Pay Class – Part-Time, 29 hours per week.

Pay Rate - \$13.00/hr.

Benefits –

- County provided vehicle for food transportation and county related job functions.
- County retirement with TCDRS

Please contact the Tyler County Treasurer's Office for more details. County Applications must be fully completed and turned in before an interview can be scheduled.