

## Summer Nutrition Program Manager

The UCOM Summer Nutrition Program Manager is a part-time, summer termed job to assist the Exec Director in coordinating the day-to-day operations of the Summer Program from the start of June through mid-August. In addition to assisting the Exec Director.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Professional and Ethical Behavior

- Maintain proper professional boundaries while serving clients with stellar ethics.
- Respect client confidentiality.
- Help keep office and packing areas clean, neat, and in compliance with Food Handling Safety guidelines.

#### Training and Meetings

- Attend UCOM UrbanServ Inc. staff, volunteer and when requested, board meetings.
- Participate in food handling safety training.
- In the absence of the Exec Director, lead volunteering sessions.

#### Services to Clients

- Aid Exec Director in developing program assessment tools for office working volunteers to use and determine client eligibility for summer services; appointments for intake to be based off initial assessment.
- Provide resource management (inventory tracking) to eligible clients and check-ins to all clients.
- Ensure client has presented all necessary and proper documentation required for services requested.
- Network with other agencies in Jacksonville to avoid duplication of services.
- Honor standing Agency agreements within our network of referral for services providers.
- Remain sensitive to the faith organizations and their relationship with us, and clients referred by them to best meet expectations of our services.
- Honor the culture of UCOM as defined in our mission and values.
- Assist donors with unloading items delivered to the Agency for the food pantry and other programs and assist with stocking food pantry shelves as needed.
- Exhibit sensitivity to the service population's cultural and socioeconomic characteristics.
- Treat others with respect, courtesy, tact, and friendliness, and actively attempt to be helpful toward others, staff, volunteers, and clients.
- Notify Exec Director of safety concerns with clients and work with Exec Director in preparing a safety plan.
- Be point of contact for Feeding Northeast Florida with the quantity and giving feedback on quality of food Ucom receives.

#### Documentation and Reports

- Thoroughly and accurately document all information, including case notes, of every case, every referral and every contact with clients and other agency representatives including a phone log of referrals.
- Maintain case files to include all supporting documentation for assistance, food assistance, referrals to other providers and any other service provided by UCOM.
- Log information when receiving donations and when distributing food or other items to clients.
- Help Maintain statistical reports and records when needed.

#### Compliance

- Comply with regulatory, statutory, contractual, grant, and standards for timeliness, completeness, and accuracy when preparing and maintaining case files and required reports.
- Comply with UCOM general policies, regulations and procedures while promoting UCOM's cultural values.
- Maintain working knowledge of state and federal laws, rules, and regulations as they relate to food handling, OSHA, and confidentiality expectations; both HIPAA and common.

#### Additional Duties

- Plan and coordinate volunteers or you to pick up food from Feeding Northeast Florida's shared floor.
- Plan and coordinate volunteers on days Feeding Northeast Florida deliver the Summer Program food.
- May be required to use personal vehicle to transport clients, **food**, donations or for other tasks as approved by the Exec Director.
- In the absence of the Exec Director, provide specific guidance to staff regarding feeding program compliance.
- Keep the Exec Director informed of problem areas, need for additional resources, and successful accomplishment of objectives.
- Convey a positive and professional image of UCOM to others both in public and internally.
- Inform Exec Director of safety concerns; contribute toward keeping clients and staff safe.
- Perform other duties as assigned.

#### **QUALIFICATIONS**

- Proficient with Microsoft Office.
- Satisfactory completion of a criminal background check and reference checks.
- Satisfactory completion of a Florida driver's license check.
- Strong written, oral, and interpersonal communication skills; fact gathering methods and interviewing techniques gives preference.

#### **EDUCATION AND EXPERIENCE**

- High School Diploma or GED equivalent
- Demonstrated interpersonal skills
- Effective and positive communicator
- Experience in a service industry field (food, hospitality, social work, education)

#### **CONTACT**

E-mail your resume and cover letter to [saramitchell@ucomjax.org](mailto:saramitchell@ucomjax.org)