



Nutrition Aide  
General Job Description

***Description***

The Nutrition Aide reports to the Nutrition Coordinator and is responsible for the preparation of program meals for delivery to congregate meal sites and home-delivered meal recipients.

***Education/Experience***

- Must have a high school diploma or equivalent (GED/HSED).
- Must have valid driver's license with a clean driving history.

***Skills***

- Ability to complete paperwork accurately and thoroughly.
- Ability to stand or sit for long periods of time
- Ability to lift 50lbs.
- Ability to communicate effectively and clearly with clients and coworkers.
- Ability to perform assessments.
- Ability to drive a vehicle.
- Ability to learn a route and follow directions.
- Ability to minimally interact with seniors in their homes while delivering meals.

***Duties and Responsibilities***

Listed below are examples of duties and areas of responsibilities for this position. The listing below does not include all responsibilities or challenges that present themselves in this position.

- Ensure the meals are proportioned and delivered to standards.
- Assist with payments.
- Assist with deliveries and meal prep.
- Load and unload meals and coolers at the beginning and end of shifts.
- Ensure the proper delivery of meals to seniors in their homes.
- Ensure paperwork is completed thoroughly and submitted on time.
- Assist with other areas when needed.
- May fill-in for the Nutrition Specialist in their absence.