



Human Resources

Oakland Livingston Human Service Agency
196 Cesar E. Chavez Ave.
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Assistant Director for Nutrition Services

Division: Health, Housing and Nutrition Services
Department: N/A
Supervisor: Deputy Director for Health, Housing and Nutrition Services
FLSA Status: Exempt- Administration/Executive

Job Mission:

Oversee the contract administration, program operations, and strategic expansion of nutrition and older adult services. Further with regarding to marketing of the programs, monitoring of the problems, dispute resolution of programs, and team supervision., Assistant Director for Nutrition and Senior Services is responsible for using his/her independent judgment and discretion.

Performance Standards:

1. Responsible for oversight of USDA nutrition programs to assure maximum service utilization by consumers, contract compliance, warehouse inventory control, and budget management.
2. Assure that programmatic reporting, monitoring, and recordkeeping requirements are met and prepare new and renewal grant applications for assigned programs.
3. Engage in assertive outreach to assure that significant populations in need are aware of sponsored nutrition programs and to identify and engage community partner distribution sites to assure target populations have access to food.
4. Participate on local collaborative groups, task forces, policy councils and community driven initiatives to influence the effectiveness of local and regional food delivery systems and to impact state and local legislation related to food issues.
5. Cooperate internally with other agency divisions and departments to pursue new grants to address intersecting community service gaps and demonstrated needs.
6. Supervise assigned staff of two or more exempt positions. Assistant Director for Nutrition shall have hiring, firing, and disciplining responsibilities.
7. Carry out all other duties as directed by supervisor.

Qualifications:

1. Bachelor Degree in Human Service, Health, Nutrition, or Service Administration field required.
2. Minimum two (2) years of experience in management: including recruitment, supervision, retention and training preferred.
3. Minimum two (2) years of experience working with diverse, low income/older adult populations and/or nutrition programs required. Education in specialty content areas of health/nutrition can be substituted for one year experience.
4. Must possess a valid Michigan driver's license. Reliable transportation required.

Hours & Wage

\$840.00 per week

40 hours per week; 52 weeks per year

Location

Pontiac, Michigan

Job Title: Assistant Director for Nutrition Services

Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

	Hours	Comments
Sit	6	office/desk work
Stand	1	standing at distributions
Walk	N/A	
Bend/Stoop	1	helping with distributions

Movements	Yes/No	Comments
Crawl	No	
Reach above	No	
Crouch	No	when counting or pulling inventory
Balancing	No	
Squat	Yes	when counting or pulling inventory
Climb	No	
Shoulder level	No	
Kneel	Yes	pulling products off shelves, stacking products
Pushing	Yes	occasionally push carts of products/supplies

	Pounds	Comments
Weight Carried	26-50 lbs.	occasionally helping with food/supply distribution and warehouse inventory

	Pounds	Comments
Weight Lifted	26-50 lbs.	occasionally helping with food /supply distribution and warehouse inventory

Date: Mar 10, 2023