



JOB OPENING

Nutritional Services Manager/Registered Dietitian

The **Food and Nutritional Services Manager/Registered Dietitian** is responsible for the overall coordination of the administrative and operational services/systems of the Food and Nutritional Services program under the supervision of the Program Director.

Schedule/Days: Monday-Friday (Full-time exempt position - 40hrs/week)

Rate: \$53,000/year

Brief description of the typical functions:

- Act in accordance with Victory Programs' Standards of Excellence at all times, including maintaining professional ethics, boundaries and client confidentiality.
- Develop all menus for the BLC meals program and purchase all food and supplies
- Provide individual nutrition counseling sessions and coordinate nutritional programming in the form of cooking classes and nutrition workshops/classes
- Oversee the operation of the BLC daily meals program and the BLC food pantry, and regular inventory of supplies
- Hire, train, evaluate and supervise all food and nutritional services program staff
- Provides daily supervision for food and nutritional services volunteers
- Ensure that the Food and Nutritional Services program is in compliance with all statutory and contractual requirements and that policies are being observed and administered by the staff in order to provide proper delivery of services of the highest quality.
- In partnership with the Program Director, oversee yearly budget for meals program and required reporting.
- Assist with crisis intervention as appropriate.
- Maintain open communication, both written and verbal with the BLC program director and other managers.
- Collaborate with other community based and health care organizations as needed to advance the mission

Qualifications:

- Registered/Licensed Dietitian or Nutritionist **required**.
- Previous experience providing nutritional services to people living with chronic health conditions is preferred.
- 2 years food service experience working in a commercial food environment.
- Minimum 2 years managerial experience is **required**.
- Knowledge of menu planning, implementation, and design
- Demonstrated ability to work with and engage successfully in multi-cultural settings with diverse client and volunteer population.
- Demonstrated competence in service coordination and networking with other human service and healthcare providers.
- Experience in nutritional counseling preferred.
- Experience coordinating and evaluating programs.
- Ability to work cooperatively and supportively with other staff as a member of a management team.
- Strong organizational, writing and communication skills.
- Proven ability to work with a diverse population.
- Knowledge and understanding of social determinates of health and the Principles of Harm Reduction.
- Must obtain and maintain valid ServSafe certification
- Current TB assessment and current CPR certification.
- Must be able to lift 35 pounds

About us

Victory Programs operates 19 innovative health, housing and prevention programs throughout Greater Boston, Cambridge and Topsfield. Every year we help more than 3,200 individuals and families break down barriers to a brighter future. Our programs serve people who are facing homelessness, drug and alcohol addiction, mental illness or chronic illnesses like HIV/AIDS and provide them with the tools needed to support healthy, self-sufficient lives.

Boston Living Center is a non-residential community and resource program in the Back Bay for men and women living with HIV/AIDS that provides meals, support groups and other resources to its 1,300 members.

Our **benefit program** includes a 75% health and 25% dental employer premium contribution, 100% employer paid disability and life insurances, 19 days of earned time in your first year, sick time, personal days, tuition remission, and a retirement savings opportunity.

How to apply: Please visit our website www.vpi.org and click on **Career Opportunities**