



Pride of the Ojibwe
13394 W Trepania Road
Hayward • Wisconsin • 54843
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Job Announcement

Job Title: Nutrition Manager
Posting Date: November 30, 2023
Closing Date: Open Until Filled
Location: LCO Aging & Disability Services – Reserve
Salary Range: \$19.00 Hourly
Supervisor: LCO Aging & Disability Services Director

Job Summary:

The Nutrition Manager is responsible for the daily operations of the LCO Nutrition Program in accordance with Federal, State and contract guidelines. The primary responsibility of this position is to review menus, create monthly newsletters, Nutrition Program software data entry, order all items necessary for preparation and distribution of meals through the nutrition program.

Duties and Responsibilities:

- Manage the daily operations of the Nutrition Program.
- Provide oversight of Nutrition Program staff and volunteers.
- Menu planning.
- Submit menu to Certified Dietician for review and approval.
- Order items necessary for preparation and distribution of meals.
- Prepare and maintain Congregate and Home Delivered Meal Logs.
- Schedule and maintain training logs for Nutrition Staff.
- Complete monthly claims for Family Care Meal participants.
- Maintain Elder Center Activity Logs.
- Collect and record daily meal contributions with controls in place.
- Data entry into Nutrition Program Software such as daily, weekly, and monthly meal counts, Nutrition Education, etc.
- Complete annual Home Delivered and Congregate Meal Assessments and data entry.

**LCO Tribal Government
Human Resource Dept
Nutrition Manager**

- Work schedules of Nutrition Program staff and volunteers.
- Assist with planning and implementation of activities that support socialization or education.
- Maintain daily, weekly, and monthly temperature and calibration logs for the Nutrition Program.
- Complete purchase requisitions as needed for the Nutrition Program.
- Maintain MSDS Manual.
- Ensure Home-Delivered Meal vehicle maintenance.
- Monitor kitchen staff and volunteer job performance.
- Maintain accurate records of volunteer hours and Nutrition Program donations.
- Provide Aging & Disability Services Director with reports generated from Nutrition Program software for Claim preparation.
- Assist with food preparation and clean up as needed.
- Submit menus, reports, and list of elder birthdays for monthly newsletter.
- Track Telephone contacts and visits.
- Other duties as assigned.

Qualifications:

- High School diploma or equivalent.
- Minimum of two years experience as a kitchen manager preferred.
- Valid Wisconsin Driver's License.
- Strong computer and data entry skills.
- ServSafe Certification preferred but required within 90 days of hire.
- Experience working with the elderly or disabled.
- Excellent organizational skills with the ability to plan, organize, and multitask.
- Must maintain confidentiality.
- Ability to communicate and work effectively in a helping role with Tribal and other community members.
- Knowledge of daily food dietary requirements and safe food handling.
- Ability to work well with others in both a personal and professional level.
- Must pass background check and drug test.

Application Procedure:

Submit a completed **LCO Employment Application and Authorization to Release Information**, resume, at least **three (3) personal reference letters**, and any other supportive documents. Resume should be typewritten, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

**Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department**

**LCO Tribal Government
Human Resource Dept
Nutrition Manager**

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***Tribal Preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies & Procedures Manual.***