

Web Ad for Dept. Member to Post  
ISSUED: 9-23-19 CLOSING: OPEN

**Revised/Re-advertised**

Position: **NUTRITION SERVICES COORDINATOR**  
Salary: \$48,077 Annually  
Department: Community Services/Senior Services  
Location(s): County-Wide  
Hours: 8:00 A.M. to 5:00 P.M., Monday - Friday  
Other: Valid Florida Driver's License and PBC Risk Management Department driving history approval prior to appointment.  
**Must pass a Level 2 background check prior to appointment.**

Professional work directing all food service operations for the Division of Senior Services. Responsible for planning and developing the congregate and home-delivered meals programs of the Division including the supervision of all nutrition service staff, staff training, assisting with bid preparation, management of subcontracts for meal services to the target population and coordination of services with other community agencies. Work is performed under the supervision of the Nutrition Coordinator of the Division of Senior Services and is reviewed through conferences, reports and evaluation of program effectiveness.

**QUALIFICATIONS:**

**Bachelor's Degree in Nutrition, Food Service Management, Social Services, or related field; minimum of one (1) year of experience in food service or nutrition field. Equivalency: Unrelated Bachelor's Degree and three (3) years of related experience.**

**Necessary Special Requirement: Must obtain the Florida Department of Health Food Manager Certification within 11 months of hire.**

**PREFERENCE FOR EXPERIENCE WITH:** Federal Older Americans Act (OAA) Nutrition Service Policies; nutrition counseling; supervising personnel; directing food service operations; preparing/presenting departmental reports. Also desirable: Bilingual (English/Spanish/Creole/French).

Visit [www.pbcgov.jobs](http://www.pbcgov.jobs) for job description and to apply online. May submit scannable application/resume with any Veteran's Preference documentation to Palm Beach County Human Resources, 100 Australian Avenue #300, West Palm Beach, Florida 33406 Info 561/616-6888 Fax 561/616-6893 (No e-mail applications/resumes accepted). **Applications/resumes must include Job ID number, and will be accepted no later than 5:00 p.m. on October 11, 2019. EO/AA M/F/D/V, Drug Free Work Place; All employees of Palm Beach County may be required to work before, during and/or after a natural or man-made disaster or hurricane.**