



Job Title: DIRECTOR OF NUTRITION SERVICES

FLSA: Exempt

Full time: 40 hours/week

Salary: \$67,000.00 to \$73,000.00 annually

Supervisor: Chief Program Officer

Position Description: The Director of Nutrition Services is a key role responsible for managing and overseeing the Registered Dietitians and dietetic interns, ensuring they are properly trained and evaluated on their performance. This position involves planning, organizing, reporting, and directing the operations and activities of the Medical Nutrition program.

In addition to managing personnel, the Director collaborates with the leadership team to align the organization's strategic initiatives with the Medical Nutrition program. They work closely with the Strategic Initiatives and Client Services department to pilot programs and provide medical nutrition therapy to clients.

Furthermore, the Director supports the Executive Chef in developing new menus for various diagnoses, utilizing the latest nutrition guidelines. With their expertise in nutrition, the Director plays a crucial role in ensuring that the food served is not only delicious but also nutritious and suitable for each client's unique dietary needs.

The Director of Nutrition Services is an essential member of the program's team, helping to ensure that clients receive the highest quality service possible through proper nutrition management.

The ideal candidate will be passionate about the mission of Mama's Kitchen; possess a collaborative spirit and enjoy an open work setting; and incorporate the highest levels of ethics and professionalism.

Primary Responsibilities:

1. Overseeing the Registered Dietitians (RDs) and ensuring that they meet the established benchmarks and stay accredited by providing access to learning opportunities.
2. Supervising the Dietetic Internship program.
3. Analyzing peer-reviewed nutrition articles/research with the RD team.
4. Participating in leadership meetings.
5. Collaborating with the Executive Chef to calculate recipe nutritional's and develop menus for various diagnosis following the most up-to-date nutrition guidelines.
6. Conducting monthly meal audits of meals and review meetings.
7. Working alongside the Client Services and Strategic Initiatives departments to enroll intensive clients and screen for food allergies.
8. Leading the launch and execution of Health Plan and Pilot programs.

9. Hosting presentations related to the services and impact of the organization and nutrition in general to classify the organization as a leader in the subject.
10. Designing and creating interventions and workflows that are thoughtful of clients' needs.
11. Reporting on Medical Nutrition Therapy interventions and other areas to meet contract requirements.
12. Providing nutrition education group classes and collaborating with other organizations
13. Developing more online resources for the organization's website.
14. Providing medical nutrition therapy and/or nutritional counseling to clients.
15. Recommending policies and procedures to meet the established goals and guidelines.
16. Reviewing Medical Nutrition Therapy sessions monthly to ensure we are meeting contract requirements.
17. Advocating to ensure adequate resources are available for clients to meet their daily nutritional needs.
18. Being an advocate of the mission of Mama's Kitchen
19. Employing good communication skills and diplomacy in interfacing with clients, staff, board members, volunteers, and donors
20. Maintaining Registered Dietitian accreditation
21. Undertaking other duties as needed
22. Honoring agency policies and procedures

Other Duties: As assigned by Chief Program Officer

Required Skills:

1. A bachelor's degree in food and nutrition or related field
2. Registered Dietitian accreditation
3. 3 years of experience conducting Medical Nutrition Therapy required.
4. 2 years of experience supervising teams preferred
5. Proven ability to function in a multi-tasking environment
6. Very comfortable with technology, including advanced skills in Microsoft Excel, Word, and PowerPoint
7. Detail oriented
8. Excellent written and oral communication skills
9. Possession of a friendly and professional demeanor
10. Valid California driver's license with acceptable driving record for the past three years
11. Able to work in multi-person and multi-activity office space
12. Be able to lift 25/50 pounds.

Covid 19: We require all employees to be fully vaccinated and provide proof of vaccination upon hire.

Background Check: All employees are required to go through a background check. The final consideration for employment depends on clearing of a background check.

Vision Statement:

At Mama's Kitchen, we envision a community where all individuals with critical illnesses are no longer vulnerable to malnutrition.

Mission Statement:

Mama's Kitchen believes that everyone is entitled to the basic necessity of life – nutritious food. Our services improve the health and well-being of individuals and families vulnerable to malnutrition due to critical illness.

Mama's Kitchen Core Values

Dignity and Respect: Focus on the individual is at the heart of everything we do at Mama's Kitchen. Mama's Kitchen fosters a community where mutual respect and dignity are preserved by promoting humanity, compassion and empathy towards our clients, donors, volunteers and staff.

Reliability: Mama's Kitchen is resourceful, efficient, and flexible. Our clients tell us that reliability is what sets Mama's apart from other organizations.

Integrity: Guided by honesty, loyalty and a commitment to confidentiality, Mama's Kitchen is responsive to the needs of all our clients, volunteers, donors and staff. We pride ourselves in doing what we say we are going to do.

Diversity: Mama's Kitchen is an all-inclusive family. We foster a welcoming environment and embrace all members of the community without judgment.

Team Work: Mutual effort and unity are the ingredients that allow our mission to succeed.

Equal Opportunity

Mama's Kitchen has a long-standing commitment to equal employment opportunity for all applicants for employment. Employment decisions including, but not limited to, those such as employee selection, performance evaluation, administration of benefits, working conditions, employee programs, transfers, position changes, training, disciplinary action, compensation, and separations are made without regard to race, color, religion (including religious dress and grooming), creed, national origin, nationality, citizenship status, domestic partnership status, ancestry, gender, affectional or sexual orientation, gender identity or expression, marital status, civil union status, family status, age, mental or physical disability (including AIDS or HIV-related status), atypical heredity cellular or blood trait of an individual, genetic information or refusal to submit to a genetic test or make available the results of a genetic test, military status, veteran status, or any other characteristic protected by applicable federal, state, or local laws.

Please send resume and cover letter to jobs@mamaskitchen.org