



Job Announcement- February 10, 2025

Join Our Team at Iona Senior Services!

Are you passionate about creating a welcoming and vibrant community for older adults? Do you thrive in a dynamic environment where you can make a meaningful impact every day? If so, we'd love for you to join Iona Senior Services as a **Nutrition Site Coordinator!**

About Iona Senior Services

For nearly 50 years, Iona Senior Services has been a leader in helping older adults and their families navigate the opportunities and challenges of aging in the greater Washington, D.C. area. As a nonprofit organization, we directly support over 4,700+ individuals annually through innovative programs, including adult day health care, active wellness initiatives, support groups, and more. At Iona, we are committed to fostering a warm, inclusive, and collaborative workplace that promotes professional growth and excellence in service.

SUMMARY:

Reporting to the Ward 4 Nutritionist, the Nutrition Site Coordinator operates Iona's congregate dining site (typically open from 10:00 am to 2:00 pm Monday through Friday). The Nutrition Site Coordinator functions as a site host who creates a vibrant and welcoming space for program participants: DC residents age 60+. This role is responsible for implementing wellness programs, managing Senior Community Service Employee Program (SCSEP) participants, ensuring the welcome/registration table is staffed, and overseeing the daily lunch including supervision of the Kitchen Assistant. They are dedicated to excellence in food prep, safety and food service.

RESPONSIBILITIES

Operational Oversight:

- Operate Iona's congregate dining site, ensuring smooth daily operations.
- Supervise all aspects of set-up, serving, meal delivery, and clean-up of lunch meals with support from the Kitchen Assistant.
- Ensure participants sign in daily and reserve their meals for the following week.
- Report meal orders, attendance, and supply needs to the ward 4 Nutritionist on a weekly basis.
- Complete intake documentation for new participants and provide it to the data coordinator.
- Obtain intakes and nutrition screens for new participants and annual renewals.

Program and Participant Engagement:

- Communicate and collaborate closely with Dining site Recreation Aide to share ideas for programs, troubleshoot issues, and ensure excellent senior wellness programming.
- Lead participant engagement, group discussions, and announcements.
- Distribute handouts, menus, and activity calendars to participants.
- Address comments and complaints about programs, services, menu, quality of food, or any issues with the Nutrition Program Manager.
- Refer concerns regarding participants to the designated Social Worker.

Health and Safety:

- Prepare healthy meals and ensure clients receive proper foods based on their needs.
- Work closely with dietitians and nutritionists to accommodate food allergies or dietary restrictions.
- Maintain cleanliness in accordance with Lead Agency procedures, including opening and closing routines, and hygiene requirements.
- Oversee the clean-up of the dining site area.

Compliance and Certification:

- Adhere to DACL Standards and Guidelines for Community Dining.
- Maintain ServSafe, CPR, and first aid certifications.
- Attend all staff meetings, various training, and certification sessions as required.

Requirements:

- 1+ years of related experience in nutrition, hospitality, or community programs.
- Excellent customer service and relationship-building skills.
- Strong communication skills and ability to engage with diverse populations.
- Bilingual (Spanish) is a plus!
- Ability to obtain/renew CPR, First Aid, and ServSafe certifications.
- Capable of lifting, carrying, and maneuvering 25+ lbs. regularly.

Compensation & Benefits:

Salary: \$20,000–\$23,400 (25 hours/week)

Comprehensive Benefits Package, including:

- Health, Dental, and Vision Insurance
- Flexible Spending Account
- Retirement Plan
- Paid Time Off
- Life Insurance

Apply Today!

To apply please submit cover letter and resume to personnel@iona.org

Iona Senior Services, an equal opportunity employer, is committed to diversity within its staff, and encourages applications from all qualified candidates.