



**JOB TITLE:** Nutrition and Wellness Specialist (Cook)  
**DEPARTMENT:** Crisis Residential Unit (CRU)  
**CLASSIFICATION:** Non-Exempt

**REVISED:** 2/23

## **POSITION DESCRIPTION**

### **SUMMARY:**

The Nutrition and Wellness Specialist is an at-will position that reports to the Director of the Crisis Residential Unit. This position will supervise and execute menu planning, shopping, ordering, and food preparation in accordance with Common Ground's Wellness policy and within the budgetary guidelines of the agency. The Nutrition and Wellness Specialist will be responsible for ensuring all food service functions of the Crisis Residential Unit are met while adhering to all food safety and sanitation practices. Additionally, this position will partner with a trauma informed, recovery oriented multidisciplinary team to optimize wellness and healthy lifestyle choices.

### **ESSENTIAL JOB FUNCTIONS:**

- Maintain a supportive, empathic, and engaging environment within the food service area
- Plan, order and monitor food service menus and meals for up to 16 people daily
- Post menus weekly and serve meals at regularly scheduled times
- Monitor food preparation methods, portion sizes, and presentation of food
- Supervise individuals who participate in kitchen and food preparation activities
- Maintain cost control, budget, and kitchen inventory
- Assure meal preparation costs adhere to program budget
- Plan modified diets to meet the health and dietary needs of individuals with dietary restrictions
- Maintain established standards of sanitation, safety, and food preparation and storage in adherence with State of Michigan Licensing guidelines
- Maintain an orderly, sanitary, and safe kitchen
- Assure the proper care and maintenance of all food service equipment, identify equipment needs for food preparation, and services and assists in purchasing equipment, as needed
- Adhere to established Quality Improvement Indicators
- Maintain compliance with all agency training requirements
- Comply with attendance and punctuality policies, as well as all other Common Ground policies and procedures

### **RELATED JOB FUNCTIONS:**

- Operate program vehicle to purchase proper food service inventory
- Purchase appropriate food service items from vendors, as needed
- Responsible for occasional meals, snacks, or other special events, as assigned
- Perform other job-related duties as assigned

**SUPERVISION:** None

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

#### **KNOWLEDGE OF:**

- Current behavioral management and de-escalation techniques
- Mental health recovery and the role of nutrition in mental health
- Recovery orientation and trauma-informed care in behavioral healthcare

#### **SKILL TO:**

- Type, enter data and file efficiently
- Operate office equipment
- Interact well with departmental staff, individuals being served and vendors



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**SKILL TO: (cont.)**

- Demonstrate proficiency in relevant software and applications (i.e. Microsoft Word, Excel, PowerPoint and Outlook)

**ABILITY TO:**

- Relate to a diverse population which includes a variety of age, economic and educational backgrounds
- Cook, use fresh nutritional ingredients, and prepare those ingredients in a healthful manner
- Apply trauma informed principles and values with knowledge, decisions, and treatment of all people served
- Work independently and apply critical thinking and decision-making skills
- Understand and follow verbal and written instructions
- Communicate effectively, both verbally and in writing
- Consistently exercise superior customer service skills with both team members and individuals being served
- Work in a multi-disciplinary environment and manage evolving needs
- Respond to a variety of situations in a safe, calm, and caring manner

**REQUIRED EDUCATION AND EXPERIENCE:**

- High School diploma or equivalent
- Valid driver's license and clean driving record
- Minimum of 1 year experience in food preparation and service
- ServSafe or other comparable food preparation certification, preferred
- Minimum of 1 year experience working with people with disabilities, preferred

**ESSENTIAL REQUIREMENTS:**

**Physical Requirements:**

Push or pull up to 100 pounds, lift up to 50 pounds and carry up to 25 pounds. The duties of this position require intense physical mobility and lifting. The physical demands described are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**Environmental Working Requirements:**

Work is done in both an office environment with exposure to computer screens, as well as in the CRU. Assignments may require work to be done on an individual basis or in teams with members at various staffing levels. The work environment is that of a crisis center and may subject staff to behavioral and medical events that could be physically hazardous.

**Other Requirements:**

The ability to work various shifts and irregular hours to meet the needs of individual's being served; Local travel required.

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The agency may in its sole discretion fill this position on a full-time, part-time, or contingent basis with the individual best fit to perform the essential functions of the job. The above statements describe the general nature and level of work performed by employees assigned to the title. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Employees in this title are subject to a background check.

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.



**Common Ground**  
*helping people move from crisis to hope*

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Employee Signature

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Date