Project Angel Heart
Seeks
Nutrition & Dietetics Technician, Registered (NDTR)

Organizational Mission: Project Angel Heart improves health and well-being for people with life-threatening illnesses by preparing and delivering medically tailored meals throughout Colorado and promoting the power of food as medicine

Position Summary: Candidate oversees dish-up, organization, and sorting of meals to ensure clients receive medically tailored nutrition that meets their needs. Assists with nutrition analysis of meals, conducts nutrition screening to assist Registered Dietitian Nutritionist in providing nutrition counseling and other services

Amount of Time and Status: Non-exempt, full-time, Monday-Friday 8:30am-5pm
Reports to: Nutrition Services Manager

Essential Duties/Responsibilities:
- Oversees and directs volunteers in the dish-up of meals, cleaning, and sanitizing duties while providing dedicated oversight/quality assurance of yields and appropriate meal modifications
- Ensures diets are prepared to meet standards for texture modifications and other restrictions (i.e. pureed, soft, gluten free, etc.)
- Accurately sorts meals into dietary groups in preparation for distribution
- Communicates with appropriate parties about shortages, overages, or other yield-related challenges from meal dish-up
- Assists the distribution department with packing, providing guidance and answering questions as needed for modified diets
- Organizes and maintains frozen meal inventory in partnership with Distribution staff
- Maintains a clean, safe, and sanitary working environment in all areas, following best practices for cleanliness
- Prepares kitchen production sheets and creates meal labels for weekly menu
- Works with kitchen staff to obtain accurate weights and measures of prepared menus to analyze nutrition content of meals
- Accurately calculates nutrition analysis of meals and menu offerings using ESHA Food Processor; communicates findings, challenges, and concerns with Registered Dietitian Nutritionist
- Conducts thorough and accurate nutrition screenings via telephone to assist Registered Dietitian Nutritionist in providing appropriate nutrition education and counseling
- Assists with other programmatic responsibilities, as needed (i.e. meal deliveries, distribution, kitchen prep-related tasks, etc.)
- Other duties as assigned
Preferred Qualifications:

- Registered as a Nutrition & Dietetics Technician with the Commission on Dietetic Registration
- Robust food and nutrition-related experience, including previous experience working with people living with life-threatening illnesses
- In-depth understanding of appropriate texture, allergy, and disease-related dietary modifications
- Previous experience with ESHA Food Processor or other nutrition analysis software
- Previous experience supervising, managing, and/or working with volunteers
- Exceptional organizational skills, attention to detail, and accuracy with numbers and documentation
- Excellent initiative, critical thinking skills, and ability to work and problem solve independently
- Strong understanding of, and ability to perform basic math (related to conversions, yields, portions, etc.)
- High computer & Excel proficiency
- Willingness and ability to work with diverse populations
- Articulate and clear communication skills
- Valid Colorado Driver’s License and reliable transportation preferred

Working Environment/Physical Activities:
Work environment is a busy industrial kitchen and office. Regular walking and standing in hot and cold environments in the kitchen facility is required, along with frequent interaction with volunteers. Physical activities include: standing several hours a day, the use of water, detergents, sanitizers and other chemicals as an essential part of daily cleaning to uphold health and safety requirements, moving kitchen equipment, boxes and trays of up to 50 pounds, handling knives and other sharp utensils, using a walk-in refrigerator, freezer, sinks, and other electrical and mechanical kitchen equipment. Other activities include sitting at a desk, working on a keyboard and computer, and making telephone calls.

Compensation:
Project Angel Heart offers competitive benefits, including comprehensive health insurance options, long-term disability and life insurance, medical, parental and family leave benefits, generous paid time off, wellness and meal benefits, employee assistance and perks programs, and matching retirement fund after one year of employment. Pay will be commensurate with experience.

Application Procedures:
Please submit resume, cover letter and proof of your NDTR registration via email only to jobs@projectangelheart.org. No calls or drop-ins, please. Project Angel Heart values diversity and inclusivity and is thus always looking to diversify our staff with an eye toward race and ethnicity, sexual orientation, gender, and age, among other areas. Candidates who bring such diversity are encouraged to apply. Target start date: Immediately