



## **Open Arms of Minnesota Job Description: Registered Dietitian – Menu Specialist**

### **Organizational Summary:**

**Open Arms of Minnesota (OAM)** is a nonprofit that prepares and delivers healthy, nutritious food to people living with life-threatening illnesses. Our mission is to nourish body, mind, and soul. In our state-of-the-art kitchen, OAM staff members and more than 6,600 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and, whenever possible, organic ingredients, including produce from our own Open Farms gardens. Volunteers deliver the meals throughout the Twin Cities metro area to approximately 3,000 clients, caregivers, and dependents each week, providing nourishment and hope for families dealing with life-threatening illnesses. There are no fees for any of Open Arms' services. Open Arms is a volunteer-driven organization and is culturally unique in our high commitment to an excellent volunteer experience.

To learn more, visit [www.openarmsmn.org](http://www.openarmsmn.org)

**Open Date:** January 11<sup>th</sup>, 2022

**Closing Date:** Until filled

### **Position Overview:**

This 40-hour-per-week, benefits-eligible position contributes to the fulfillment of Open Arms' mission by providing accurate and useful nutrition information to support the programs of OAM. The Menu Specialist is a Registered Dietitian who works alongside the Nutrition Services Director, Client Services Department, and Kitchen Operations Department to ensure the needs of our clients are met with our medically tailored meals, as well as find ways to improve OAM's nutrition programs and services. The Menu Specialist will lead day-to-day operations of the OAM menu program by performing nutrient analysis of meals for all OAM meal programs, providing written and verbal nutrition counseling to clients, helping to keep food safety, and supervising dietetic interns. As with all OAM staff positions, this position is responsible for helping ensure volunteers and interns have an exemplary experience during all interactions with Open Arms and is expected to consistently keep a prominent level of customer service to all guests, clients, and fellow team members.

### **Primary Job Responsibilities:**

**Expectations:** Responsible for conforming to a high standard for work performance, ethics, integrity, collaboration, positive respectful communication and problem-solving.

OAM is a dynamic, high change environment which demands the Menu Specialist not only effectively manage his/her own responsibilities, but also work collaboratively with others to improve systems and operations to provide better service to our clients. The Menu Specialist must communicate effectively with peers, the supervisor and leadership of the organization to promote success in achieving OAM's mission. The Menu Specialist will also foster a team centered work environment.

### Menu Planning

- Work collaboratively with the Food Services Director and Kitchen Managers to provide nutrition analysis of menus according to established guidelines.
- Contribute nutrition expertise to menu planning process while considering the complex nutritional needs and food preferences of clients.
- Provide education to staff to influence understanding of nutrition guidelines.
- Communicates updates about the menu planning process to staff, especially, Kitchen, Nutrition and Client Services Teams.
- Assists with updating policies and procedures as they relate to the menu analysis protocols for the Nutrition Department.
- Conducts regular trainings and in-services for staff to elevate their level of understanding around medically tailored meals.
- Helps with communications efforts when clients need to be notified about a menu or recipe change.
- Generates reports as they relate to menu development and food feedback.
- Collaborate with the Nutrition Services Department to assign useful projects to dietetic interns.
- Leads menu audits; works with kitchen and nutrition team to make any adjustments when needed.
- Updates nutrition guidelines in accordance with current nutrition science.
- Works with the Communications team to make sure information about menus is updated on website, client outreach materials and other collateral.
- Assists with planning Summer Meals Program menus.

### Nutrition Assessment, Education, and Counseling

- Follow-up with high-risk clients in a timely manner and as needed.
- Provide backup nutrition counseling for clients, when needed. Counseling is provided in a format that is most appropriate for each individual client, and may include home-visits, phone calls, and written materials.
- Develop nutrition education materials, such as handouts and brochures, as appropriate for OAM clients.
- Provide nutrition tips and advice on menus to clients.
- Maintain proper documentation of all nutrition services provided to clients.
- Support Director of Nutrition Services in growing and improving nutrition services offered by the department.

### Miscellaneous Projects

- Assist in additional food or nutrition related projects as needed.
- Support the mission and vision of Open Arms.
- Other duties as assigned.

**Requirements:**

- Registered Dietitian; 2 years of relevant work experience.
- Licensed in MN.
- Excellent work references.
- Ability to communicate verbally and in writing in Spanish preferred.
- Ability to communicate verbally and in writing in English.
- Demonstrated excellence in customer service or direct client services.
- Excellent communication and human relation skills and personal presence that garners respect from clients, volunteers, and the community at large.
- Creative and innovative thinker. Ability to think strategically and proactively.
- Good understanding of the nutrition needs of people with cancer, HIV/AIDS, multiple sclerosis, ALS (Lou Gehrig's disease), CHF, and ESRD.
- Familiarity with OAA Title III Nutrition Guidelines.
- The drive and ability to learn new techniques and skills.
- Ability to work independently and as a team member.
- Strong organizational and project management skills, ability to multi-task and work in a high-pressure setting.
- Demonstrated ability to create, lead and motivate a team.
- Flexibility with schedule and assigned tasks; ability to work occasional evenings and weekends. Willingness to participate in a wide-array of tasks that help support the overall mission of OAM (examples may include providing backup delivery to clients or assisting with events such as Cook-A-Thon, Blizzard Box Blitz, Moveable Feast, and Thanksgiving turkey deliveries).
- Knowledge of computer programs including Microsoft Office and Excel.
- Familiar with using nutrition analysis software such as Food Processor.
- Valid Minnesota driver's license.
- Sensitivity and commitment to diversity and able to work respectfully with wide array of coworkers, and members of the community.
- A passion for the mission and values of Open Arms.

**Physical Requirements:**

- Able to sit or stand for extended periods of time.
- Ability to talk and hear, and to communicate verbally and in writing.
- Ability to review and reply to documents and information on computer screen as well as to use a computer and variety of software programs.
- Able to lift up to 30 pounds.
- Able to drive a vehicle.
- Able to navigate steps to deliver meals.

**Reports to:** Director of Nutrition Services

**Compensation:** \$55,000 - \$60,000 annually

**Location:** Minneapolis, MN 55408

**Hours:** 40 hours per week

**To Apply:**

Please send resume and cover letter detailing pertinent experience to:

**OAM HR**

- Email: [jobs@openarmsmn.org](mailto:jobs@openarmsmn.org)
- Fax: 612.872.0866
- Mail: 2500 Bloomington Avenue S, Minneapolis MN 55404
- NO CALLS PLEASE

**Benefits:**

This position is eligible for an excellent comprehensive benefits package that includes medical/dental/life/ STD/LTD insurance, paid Holidays and personal time off (PTO), retirement plan with employer match program. Employee-paid vision plan is also available.

Open Arms of Minnesota is committed to hiring and fostering a diverse and inclusive workforce that leverages the skills and talents of all employees in our organization, regardless of race, gender, national origin, age, religion, sexual orientation, gender identity, familial status, disability, or socioeconomic status. We encourage diverse candidates to apply for this position.

**Equal Opportunity Employer**