



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

Open Arms of Minnesota (OAM) is a nonprofit that prepares and delivers healthy, nutritious food to people living with life-threatening illnesses. Our mission: by providing food as medicine, we nourish our clients and build community. In our two state-of-the-art kitchens, OAM staff members and more than 3,500 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and, whenever possible, organic ingredients, including produce from our own 5 Open Farms urban garden locations. Volunteers deliver meals throughout the Twin Cities metro area to approximately 4,000 clients, caregivers, and dependents annually, providing nourishment and hope for families dealing with life-threatening illnesses. In addition, families in need throughout Minnesota receive meals shipped to them weekly. 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

Open Date: May 4th, 2023,

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 Quality Assurance Manager, Client and Nutrition Services, Logistics Department, and Kitchen Operations Department to ensure a high-quality product that meets the needs of our clients and complies with FIMC standards and other national guidelines. The Menu Specialist will help to lead day-to-day operations of the OAM menu program by performing nutrient analysis of meals for all OAM meal programs, providing accurate and clear information to staff and clients, helping to ensure food safety, and supporting continuous quality improvement from recipe development to meal delivery. 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:

Responsible for conforming to a high standard for work performance, ethics, integrity, collaboration, positive respective 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.

Primary Job Responsibilities

- Work collaboratively with the Quality Assurance Manager, 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 the kitchen with guidance and nutritional expertise for meal and ingredient substitutions.
- Assist with management of menu software system which includes but is not limited to conducting recipe nutrient analysis, entering in recipes, updating ingredient information, etc.
- Take a proactive role in ensuring safe, quality products are produced by immediately communicating any safety or quality concerns.
- Assist with developing and implementing continuous improvement projects to successful completion.
- Assist with creating and updating menu labels based on regulatory requirements and agency standards.
- Provide accurate and useful nutrition tips, advice, and information on menus to clients and staff.
- Provide education to staff to influence understanding of nutrition guidelines.
- Communicate updates about the menu planning process to staff, especially, Kitchen, Client Services and Nutrition Teams.
- Assists with updating policies and procedures as they relate to the menu analysis protocols for the Nutrition Department.
- Assists in conducting regular training and in-services for staff to elevate their level of understanding around medically tailored meals, Food Safety, and other menu and label regulations.
- Helps with communications efforts when clients need to be notified about a menu or recipe change.
- Generate reports as they relate to menu development and food feedback and conduct appropriate analysis of reports.
- Assists with menu and kitchen audits under the supervisor of the Quality Assurance Manager; works with the kitchen to make any adjustments when needed.

- Updates nutrition guidelines as they related to the menu in accordance with current nutrition science.
- Works with the Communications team to make sure information about menus is updated on websites, client outreach materials and other collateral.
- Assists with planning Summer Meals Program menus.
- 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; at least 1 year of relevant work experience.
- Licensed in MN.
- ServSAFE and HACCP certifications or willing and able to obtain certifications within 6 months of start date.
- Flexibility to work at two locations.
- Valid Minnesota driver's license.
- Excellent communication and human relation skills and personal presence that garners respect from clients, volunteers, and the community at large.
- 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.
- Creative and innovative thinker. Ability to think strategically and proactively.
- 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.
- 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 restaurant management and nutrition analysis software.
- Sensitivity and commitment to diversity and able to work respectfully with a wide array of coworkers, and members of the community.
- A passion for the mission and values of Open Arms.

Physical Requirements:

- Ability to communicate verbally and in writing in English.
- 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 screens 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: Quality Assurance Manager

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

Location: Based in St. Paul with frequent travel to Minneapolis campus

Hours: Full-time

To Apply:

Please send resume and cover letter detailing pertinent experience to:

OAM HR

- Email: jobs@openarmsmn.org
- Fax: 1-866-499-1630
- Mail: 2500 Bloomington Avenue S, Minneapolis MN 55404

Benefits:

This position is eligible for an excellent comprehensive benefits package that includes medical/dental/life/ STD/LTD insurance, employee assistance program, paid Holidays, and personal time off (PTO), retirement plan with employer match program. Employee-paid vision plan, voluntary life, critical illness, hospital indemnity and accident insurance are 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 all individuals with direct or transferable experience to apply for our open positions.

Equal Opportunity Employer

