



Position title	Department	Reports to
Registered Dietitian	Administration	Dir. Of Programs
Employment status	FLSA status	Effective date
☐ Temporary ☒ Full-time ☐ Part-time	☐ Nonexempt ☒ Exempt \$80,000-\$89,440	7/1/26

Purpose:

The mission of St. Vincent Meals on Wheels (SVMOW) is to prepare and deliver nutritious meals to homebound seniors and other vulnerable residents across Los Angeles, regardless of age, illness, disability, race, religion, or ability to pay. The program operates Monday-Friday. SVMOW adheres to the following Vincentian core values: Respect, Compassionate Service, Simplicity, Advocacy for the Poor, and Inventiveness to Infinity.

Essential Duties and Responsibilities

- Develop menus and plans for the production and distribution of 3,000 or more meals per day, including therapeutic diets.
- Communicate with physicians and other healthcare team members regarding client diet information.
- Ensures all medical and special diet needs are addressed as directed by the facility.
- Plans menus and food utilization based on anticipated number of guests, nutritional value, palatability, and popularity.
- Maintains HACCP standardized recipes in which the recipes are adjusted to the size of the facility.
- Monitor food preparation and methods, size of portions, garnishing, and presentation of food to ensure food is prepared and presented in an acceptable manner.
- Tests food items by tasting and smelling to ensure palatability and flavor conformity.
- Communicate with clients to investigate and resolve complaints regarding food quality, service, or accommodation.
- Plans and assistance in preparation and service of holiday and special meals and functions.
- Implement performance improvement and quality assurance programs targeted to improve customer satisfaction.
- Adheres to Standard Operating Procedures developed by the city and county of Los Angeles.
- Ensures continued compliance with all federal, state, and local regulations.
- Provides in-service education for the food service employees concerning food safety practices and diet therapy.
- Assist in training new employees, volunteers, and interns.
- Creates in-service handouts, posters, and education materials regarding dietary requirements and food safety for employees.



- Supervise dietetic students and interns during rotation completion and ensure successful completion of academic assignments.
- Communicate with dietetic internship and nutrition program directors regarding dietetic interns and students.
- Communicates with supervisors for rotation scheduling of dietetic students and volunteers.
- Submit written reports to administration as necessary.
- Coordinate food donations to non-profit organizations such as Food Finders and Salvation Army of Glendale to reduce kitchen food waste.
- Deliver meals to centers and Home Delivered Clients (HDM) clients as needed.
- Assists Kitchen Coordinator in monitoring temperature records of HDM.
- Prepare data reports and present results to CEO for performance improvement projects.
- Assists as needed in periodic food safety inspections to ensure that food service staff adheres to Department and Federal regulations. Ensures all food is prepared in accordance with Hazard Analysis Critical Control Point (HACCP) principles.
- Assist Kitchen Coordinator as needed in accompanying the food inspector during the inspection of the food establishment.
- Oversee the organization's compliance with FDA regulations and ensure that all required FDA policies, procedures, logging and paperwork are completed and retained as required for FDA licensing compliance
- Performs other tasks as necessary and appropriate when assigned.

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Dietician registration, current and clear status.
- Certification and/or Education and knowledge of FDA production 3-5 yrs experience
- Sufficient verbal communication skills to communicate effectively in both internal and external environments (bilingual Spanish is a plus)
- Strong interpersonal skills
- The ability to work with diverse staff and volunteers in a team environment
- Demonstrates a positive attitude
- Strong attention to detail
- Able to read and follow directions, road maps, and/or other instructions;
- Valid California Driver's License and clear DMV record.
- Background Fingerprint Clearance
- Drug Test Clearance

Compensation & Benefits

- Salary:\$80,000-\$89,440 DOE
- Medical, dental, and vision insurance
- 403(b) retirement plan with employer match
- Paid vacation, holidays, and sick leave



- Professional development opportunities

Why Join Us

This is an opportunity to be part of a mission driven organization that has served seniors in Los Angeles for nearly fifty years. You will help to ensure that every senior in our care is nourished with dignity, compassion, and consistency. Your work will directly support life-changing service for thousands of older adults who depend on us.

To Apply

Submit a resume and cover letter detailing your interest and relevant experience to jobs@svmow.org. Applications will not be considered complete without both.

This document does not create an employment contract, implied or otherwise, other than an at will relationship.