



# Madison County Vacancy Announcement

## Community Services Substitute Madison County Community Services Department

### Job Summary:

The primary purpose of this position is to serve as a substitute worker for the Madison County Transportation Authority and Madison County Nutrition Program. The Substitute Community Services worker will be called upon to serve as a Transportation Dispatcher, Van Driver, Nutrition Van Driver, Nutrition Site Manager, and/or Cook when needed. This position reports to the Program Coordinator.

### Where to Apply:

The position is open until filled. Submit a North Carolina State Application (PD 107) with a cover letter to Madison County Human Resources. To obtain an application, visit <https://www.madisoncountync.gov/employment-opportunities.html>. Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753. Applications may also be submitted via email to [hr@madisoncountync.gov](mailto:hr@madisoncountync.gov).

Madison County Government is an Equal Opportunity Employer.

### Responsibilities and Duties:

#### Madison County Transportation Authority Van Driver:

Operates vehicles for Madison County Transportation Authority and monitors van passengers. Responsible for maintaining vehicle records and reporting needed repairs and safety concerns. Responsible for maintaining a safe and comfortable environment for individuals who use the service.

- Drives MCTA vehicles in a safe and responsible manner, obeying all traffic laws.
- Monitors passengers in vehicles and enforces seat belt laws while vehicle in in motion.
- Inspects vehicle for operational and safety problems before starting each day's schedule and posts inspection at the end of the route.
- Maintains accurate daily reports of vehicle trips
- Maintains accurate odometer readings and follows proper procedures in purchasing gas or needed equipment for vehicles.
- Provides assistance to passengers entering and departing service vehicles.
- Collects and records ride fees and donations. Delivers fare revenue to the Fiscal Officer of the MCTA program.
- Maintains a clean and orderly vehicle and performs needed cleaning activities at the end of each working day.
- Answers dispatches from MCTA office and responds to the needs of the community. Operators/drivers are to perform a daily radio check at the beginning and end of their shift.
- Must attend and successfully complete all required MCTA training.
- Must have a working telephone in home at all times.

#### Madison County Transportation Dispatcher:

Performs dispatching and clerical support for the Madison County Transportation Authority. The Transportation Dispatcher is responsible for communicating clearly and effectively with drivers and clients, and adhering to department rules, regulations, policies and procedures.

- Communicates with MCTA employees and Madison County Residents, dispatching to needed locations to respond to routine requests or emergency situations.

Madison County Nutrition Site Manager:

Operates designated Nutrition Site. Responsible for unloading pre-prepared food when deliver to the nutrition site, checking food temperatures and ensuring food meets program requirements, heating food to appropriate temperatures if needed, preparing food as needed, serving food, packaging food for home delivery, and cleaning kitchen and equipment.

- Unload and load food containers.
- Ensure food is ready to be served (check temp, warm food, package food for home deliveries, etc.)
- Serve food to nutrition site participants and send packaged meals for delivery
- Maintain a clean and orderly nutrition site
- Maintains accurate daily reports
- Must attend and successfully complete all required training.

Nutrition Van Driver:

Operates vehicles for the Madison County Nutrition Program. Responsible for picking food up and delivering it to the designated meal sites.

- Drives nutrition vehicles in a safe and responsible manner, obeying all traffic laws.
- Delivers food to each nutrition site and assists Nutrition Site personnel with unloading food and getting it into site.
- Takes any food containers that are being unused and stores them in vehicle for duration of route.
- Returns to kitchen and unloads any food storage containers or equipment and places it in the appropriate place in kitchen.
- Maintains accurate odometer readings
- Must successfully attend and complete all required training.

Nutrition Cook:

The primary purpose of this position is to prepare meals for all nutrition sites while adhering to all program requirements.

- Uses pre-determined recipe to prepare daily nutrition meal.
- Ensure food is at appropriate temp before sending out for delivery.
- Maintains accurate documentation of food temperature.
- Packages food for delivery and loads into nutrition van for delivery.

**Qualifications:**

High school diploma or G.E.D preferred. Previous commercial driving and/or passenger transportation experience is preferred. Previous experience with food preparation and food serving preferred.

**Physical Requirements:**

Requires corrected vision and hearing to normal range. Must be able to communicate with clients. Requires manual and finger dexterity and hand-eye coordination. Requires lifting/carrying up to 40 pounds using appropriate body mechanics and equipment, with reasonable accommodation if needed. Ability to communicate by way of the telephone and two-way radio with participants, customers, vendors and staff.

**Requirements:**

Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. Must possess a valid North Carolina Driver's License (B, C or CDL (passenger endorsement)). Must be 21 years of age and possess a good driving record.

**Salary:**

\$10.00 per hour.