



Madison County Department of Social Services

Connie M. Harris, MPA
Director

Telephone: 828-649-2711
Fax: 828-649-3687

5707 U.S. Hwy 25/70, Suite 1
Marshall, NC 28753

VACANCY ANNOUNCEMENT

TITLE: Aging and Nutrition Programs Manager

SALARY: \$40,811.48 (Annual) / \$19.62 (Hourly)

POSITION SUMMARY: Under the administrative supervision of the Social Services Director, this employee is responsible for planning, general administration and coordination of the Marshall Active Living Center (a certified senior center), 7 congregate sites and the home delivered meal program.

Work involves the overall supervision of 7 Aging Program Site Supervisors who oversee the day-to-day operations of the sites and activities for participants. Aging Program Site Supervisors are assigned to congregate sites across the county (Shelton Laurel, Hot Springs, Spring Creek, East Fork, Mars Hill, Beech Glen and Upper Laurel). The position is also responsible for the overall supervision of the Lead Aging Programs Site Supervisor assigned to the Marshall Active Living Center, two nutrition cooks/drivers who prepare and transport food to the 8 congregate sites four days per week, and three nutrition assistants.

This employee ensures that policies and guidelines pertaining to the program and funding sources established by the State and Federal governments are followed. Work may include other duties as assigned.

OTHER RESPONSIBILITIES AND DUTIES:

- Approve time submitted for nutrition assistants employed through the State of Franklin Health Council grant and for each program employee
- Assists the Aging Program Site Supervisors with recruiting program volunteers in each community to assist at each site and to deliver home delivered meals
- Determines the training needs of employees and volunteers. Provides and/or arranges formal training sessions in first aid, food handling, safety, record keeping, inventorying and determining needs of the participants as needed
- Responsible for meal planning based on the nutritional needs of the participants; prepares and submits menus for approval of a dietician after seeking the input of the cooks and Aging Program Site Supervisors
- Assists the cooks in ordering food and supplies from the primary food vendor and maintains documentation of supplies received at each congregate site.
- Responsible for ordering and picking up foods and supplies from local vendors
- Orders gas/propane/kerosene for county-owned sites
- Receives meal counts from each meal site for the next day and provides this information to the cooks; receives weekly milk counts
- Schedules substitute employees, if available, or provides coverage for meal site managers, drivers, cooks, etc. when necessary
- Inspects kitchens during monthly unannounced visits to ensure that cleanliness and environmental health requirements are maintained
- Receives/approves leave requests for employees through Timeclock
- Prepares monthly reports for the Director on expenditures
- Gathers information for and assists with county/state/federal/audits
- Responsible for resolving issues related to the operations of the congregate sites (equipment malfunctions, operational issues, repairs, complaints, suggestions)

- Completes employee performance evaluations; resolves minor complaints or grievances through discussions with employees; participates in interviews and makes recommendation on hiring, promotions, disciplinary actions to the Director
- Develop and coordinate fund-raising activities for the program and/or a congregate meal site within the county
- Regularly visits each congregate site to provide supervision and support.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and practices of nutrition and food services management. Knowledge of the social and physical needs of the elderly. Knowledge of community resources that can be used to assist in the comprehensive nutrition program. Ability to relate to the needs of the elderly and interact effectively. Ability to communicate effectively in oral and written form. Ability to organize the work of others. Ability to establish and maintain effective working relationships.

Physical Requirements: Must be able to lift up to 50 pounds regularly when loading/unloading food and supplies and must have the ability to be on your feet and active throughout the workday.

MINIMUM TRAINING AND EXPERIENCE

Graduation from a four-year college or university with a major in food services management or business administration is preferred.

Will also consider applicants with education equivalent to graduation from high school with ample experience in managing a program of food service or recreation for community participants and/or applicants with ample experience performing similar tasks in a hospital, nursing home, school, camp or other social services area, including supervision of employees performing similar tasks in the aforementioned settings.

CONDITIONS OF EMPLOYMENT

Each applicant who is tendered an offer for employment for any position with Madison County Department of Social Services shall be tested for the use of the drugs specified in the county policy. Refusal to submit to testing shall be a basis for withdrawal of the conditional employment offer. A valid NC Driver’s License and own transportation is required. Background Check is required.

APPLICATION PROCESS

Applicants will be given credit only for information provided in response to this announcement. No additional information will be solicited or considered by this Office. Therefore, persons who submit incomplete applications may not receive full credit for their education, training and experience. Applicants will not automatically be given credit based on their position title.

A NC State Application Form (PD 107) AND/OR OFFICIAL HIGH SCHOOL/COLLEGE TRANSCRIPTS must be submitted by mail or in person to:

Connie M. Harris, MPA **Madison County Government in an Equal Opportunity Employer**
 Director
 Madison County DSS
 5707 U.S. Hwy 25-70, Suite 1
 Marshall, NC 28753

The NC State Application Form (PD 107) may be submitted via email to: charris@madisoncountync.gov or by fax to 828-649-3687

CLOSING DATE: POSITION IS OPEN UNTIL FILLED.