



Madison County Vacancy Announcement

Part-Time Nutrition Site Manager Community Services Department

Position Summary:

The primary purpose of the position is to provide responsible services for on-site management and operation of the designated nutrition site. Operations will include the serving of food to the participants of the meal site and home delivered meal recipients, cleaning of the kitchen and the building and proper cleaning of the utensils and equipment used at the meal site. Loading and unloading food, not to exceed 50 pounds.

This position is non-exempt under the Fair Labor Standards Act.

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 <http://www.madisoncountync.org/employment.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 will also be accepted via email to hr@madisoncountync.gov.

Madison County Government is an Equal Opportunity Employer.

Essential Functions:

- Develops and implements all of the center's services and activities.
- Coordinates services with community agencies and resources.
- Coordinates with the Active Living Center Program Coordinator to bring programming and activities to the Center.
- Talks with Elders and participates in recreational activities to build a community and sense of belonging and purpose among participants.
- Loads, unloads, and serves participants meals each day.
- Keeps the Center clean and neat.
- Keeps on-going records and registration for all participants, re-assessments, meals served, activities, educational and nutritional presentations, volunteer training, and other reports as required.

Physical Requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Additional physical requirements:

- Must be in good physical shape to lift 50lbs or more, stand for long periods of time and perform the basic household chores appropriately.
- Able to complete daily paperwork, turn in paperwork bi-weekly and complete time sheet.

Requirements: Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. This position is subject to health and safety sensitive drug screens.

Salary: \$8.74 per hour, for up to 16 hours per week.