



Madison County Department of Social Services

Connie M. Harris, MPA
Director

Telephone: 828-649-2711
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5707 U.S. Hwy 25/70, Suite 1
Marshall, NC 28753

VACANCY ANNOUNCEMENT

TITLE: Aging Program Site Supervisor – Mars Hill

SALARY: \$13.50 per hour / 25 hours per week

Description of Work:

The Aging Program Site Supervisor oversees all operations of the designated nutrition program site. Operations include:

- Unloading pre-prepared food when it is delivered to the program nutrition site
- Checking food temperatures and ensuring food meets nutrition program requirements
- Heating food to appropriate temperature, if needed
- Preparing food as needed
- Serving food to participants
- Packaging food for home deliveries
- Cleaning kitchen and program site
- Cleaning equipment and utensils
- Engaging program site participants
- Planning trips and activities for program site participants
- On-going completion of reports and registration for all participants, meals served, activities, educational and nutritional presentations, etc.
- Act as safety officer for the designated program site and complete monthly inspections of the building (plan fire drills, create emergency exit plans, if necessary, ensure drills are completed in a timely manner)

Regular, predictable work attendance is expected and is required. Performs other duties as assigned.

The Mars Hill Senior Nutrition Program operates weekly on Monday-Wednesday and Friday. The employee will earn vacation and sick leave, holidays that fall on days that the program is in operation and will participate in the local government retirement system.

Qualifications:

Must be 18 years of age or older and have a High School Diploma or GED. Must attend all food safety classes required, First Aid, and other required training.

Knowledge, Skills and Abilities:

- Knowledge of food preparation rules and guidelines
- Ability to work with the senior population
- Excellent people skills
- General knowledge of office practices and procedures
- Ability to communicate via email
- General knowledge of record keeping and filing

Physical Requirements:

- Must be able to lift up to 50 pounds regularly when loading/unloading food
- Must have the ability to be on your feet and active throughout the workday

Conditions of Employment:

Each applicant who is tendered an offer for employment for any position with the Madison County Department of Social Services shall be tested for the use of drugs specified in the agency policy. Refusal to submit to testing shall be the basis for withdrawal of the conditional employment offer. A valid NC Driver's License and own transportation is required. Criminal 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) must be submitted to:

Connie M. Harris, MPA
Director
Madison County Dept. of Social Services
5707 U.S. Hwy 25-70, Suite 1
Marshall, NC 28753
or
charris@madisoncountync.gov
or
828-649-3687 (Fax)

CLOSING DATE: Open until Filled

The Madison County Department of Social Services is AN EQUAL OPPORTUNITY EMPLOYER

