



# Madison County Department of Social Services

Connie M. Harris, MPA  
Director

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## VACANCY ANNOUNCEMENT

**TITLE:** Senior Nutrition: Assistant Cook and Driver

**SALARY:** \$12.50 per hour

**POSITION SUMMARY:** The primary purpose of the position is to serve nutritious, high quality food to the Senior Congregant and Home delivered meal program participants. All program guidelines and requirements must be followed and met. This position will also drive Nutrition vehicles in order to deliver meals to Active Living Centers and serve as driver for senior field trips.

This position is also responsible for assisting with preparing food, cleaning all kitchen equipment, cleaning all food containers, and other related duties as assigned by the Nutrition Services Supervisor. This position is non-exempt under the Fair Labor Standards Act.

This is a full time position and comes with a benefits package including: paid health insurance; paid sick and vacation leave and paid holidays.

Regular, predictable work attendance is required.

### ESSENTIAL FUNCTIONS:

- Assist with prepping, cooking and packing meals 4 days a week for senior citizens across Madison County. It is necessary to adhere to time management skills and determine the appropriate quantity of food to prepare based on the daily meal call-in numbers.
- Assist Nutrition Services Supervisor with creating menu's to submit for approval to nutritionist.
- Weekly review of menu, determining the amount of food needed for each day, completing tasks in advance to make the food preparation process more efficient.
- Work with other employees in cleaning and maintaining kitchen.
- Cleaning all kitchen equipment, food storage containers, and surfaces on a daily basis before using them.
  - Must maintain Serve Safe Certification, Safe Food Handling, and other necessary industry standards.
  - Must check in and rotate stock as specified with Serve Safe Certification.
  - Deliver meals to Active Living Centers
  - Serve as driver for senior trips on Thursdays (when scheduled).
  - Assist with stocking storage room
  - Assist with kitchen clean-up after meals are prepared each day
  - Load/Unload food containers
  - Ensure food preparation and environment is meeting all health safety standards.
  - Other duties as assigned

**MINIMUM TRAINING AND EXPERIENCE:** Must be 18 years of age. This position requires a High school diploma or GED. Experience in food preparation area preferred, but not required. Must pass Serve Safe Certification within 90 days of hire. Must attend all food safety classes, CPR, First Aid, driver training and

any other required training. Position requires excellent people skills, and good working knowledge of record keeping. Experience driving with passengers preferred. Must obtain all driver training within 90 days of hire.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Serve Safe Certified, with a working knowledge of food safety.
- Understanding of Elder nutritional needs.
- Ability to assist with prepping/cooking/packing 250+ meals a day before 8:00 am.
- Ability to use computer, email, scan, fax.
- Must be able to measure food quantities in order to ensure the correct amount of food is prepared.
- Must be a team player
- Must be able to follow directions and complete assigned tasks
- Must be able to drive vans to deliver food and transport seniors for field trips

Good organizational and time management skills are a must.

**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. Additional physical requirements:

- Ability to lift up to 50 pounds on a regular basis
- Ability to adjust to working in the rain when loading and unloading food into vans and also working in both cold and hot temperatures.
- Ability to lift and carry hot trays of food, varying in size, and pack in food cambros for transport

**CONDITIONS OF EMPLOYMENT:** Each applicant who is tendered an offer for employment 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.

**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) with a cover letter can be submitted by mail, in person, by email or fax to:

Connie M. Harris, MPA  
Director  
Madison County DSS  
5707 U.S. Hwy 25-70, Suite 1  
Marshall, NC 28753  
[charris@madisoncountync.gov](mailto:charris@madisoncountync.gov)  
828-649-3687 (Fax)

**Closing Date: Open until Filled**

**Madison County Government is an Equal Opportunity Employer**