



# Madison County Department of Social Services

Connie M. Harris, MPA  
Director

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

## VACANCY ANNOUNCEMENT

**TITLE:** Nutrition Services Supervisor

**SALARY:** \$33,500

**POSITION SUMMARY:** Under the supervision of the Social Services Director, this employee is responsible for planning, general administration and coordination of the Marshall Senior Center, 7 congregate meal sites and the home delivered meal program.

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.

The primary purpose of the position is to provide overall supervision and management to the Nutrition Services unit. The Nutrition Services unit consists of the following: employees who prepare and transport food to 8 congregate meal sites throughout the county as well as to individuals receiving Home Delivered Meals; one senior center coordinator, 7 meal site managers and two nutrition assistants.

### RESPONSIBILITIES AND DUTIES:

- Provides overall supervision to the Nutrition Services unit which includes one (1) senior center coordinator, seven (7) meal site managers, two (2) nutrition assistants, two (2) cooks and drivers;
- Supervises nutrition assistants provided through the State of Franklin grant
- 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 after seeking the input of the meal site managers
- Orders food, supplies, gas/propane/kerosene for the meal sites; maintains documentation of supplies received at each meal site
- 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.
- Grant reporting
- Inspects kitchens during monthly unannounced visits to ensure that cleanliness and environmental health requirements are maintained
- Develops scheduling routes for pick-up of participants and/or home delivered meals
- Receives/approves leave requests for employees through Timeclock
- Prepares monthly reports for the Director on expenditures
- Gathers information for and assists with audits
- Responsible for resolving issues related to the operation of the meal 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

### **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 other. Ability to establish and maintain effective working relationships.

### **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. Valid NC Driver's License and own transportation is required. Criminal Record 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  
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](mailto:charris@madisoncountync.gov)

or by fax to 828-649-3687

**CLOSING DATE: POSITION IS OPEN UNTIL FILLED.**

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

