



JOB ANNOUNCEMENT

POSITION: Nutrition Site Manager
Albemarle Site

LOCATION: Stanly County Senior Center
283 North 3rd Street
Albemarle, NC 28001

SALARY: \$13.78 per hour

HOURS: 9:00am – 11:00am Monday thru Friday (Hours may vary between 8:30am - 1:30pm.)

JOB SPECIFICATIONS: Duties include organizing and coordinating the daily operation of a Nutrition Site for seniors 60 and over. Work includes coordinating and overseeing a large number of volunteers to package meals, deliver meals and serve congregate meals. The Site Manager is responsible for planning, coordinating and/or conducting senior friendly programs for congregate meal participants. The employee ensures proper records of meals served are maintained and all health and food regulations and standards are met. Work also includes the maintenance of clerical records, checking inventories and ordering supplies. Employee participates in the setup, packaging, serving and delivering meals as needed. Extensive public contact is involved in working with the senior population.

EDUCATION AND EXPERIENCE: Any combination of education and experience equivalent to a high school diploma and work experience related to institutional food service sufficient to meet the necessary knowledge, skills, and abilities.

RECRUITMENT PERIOD: July 28, 2022 through August 11, 2022.

APPLICATION PROCESS: All applicants must apply through NC Works Career Center, 994 N First Street, Albemarle, NC, (704) 982-2183 or with the Stanly County Human Resources Office. (704) 986-3605. Applications are available on the Stanly County website and can be mailed, emailed to applications@stanlycountync.gov or faxed to 704-986-3841.

Stanly County is an Equal Opportunity Employer

P| 704.986.3605

F| 704.986.3841

www.stanlycountync.gov

Human Resources

1000 N. First Street, Suite 10A, Albemarle, NC 28001