

RECRUITMENT ANNOUNCEMENT

(Posted 3/21/19 - Expected Review Date: 4/12/19)

WASHINGTON COUNTY – SENIOR CENTER – NUTRITION SITE MANAGER

Salary Range: \$21,600 - \$31,262 (DOQ)

Washington County seeks qualified applicants for the position listed above.

Essential duties: Include coordinating and administering the congregate and home delivered meals programs at the Senior Center. Monitoring and insuring compliance with applicable meal standards and regulations. Maintaining accurate records and coordinating meal delivery volunteers and outreach programs. Performs related work as assigned, under the supervision of the Senior Center Director.

Minimum qualifications: Associate's Degree, a valid NC driver's license, and two (2) years of experience demonstrating the ability to successfully perform the essential duties of the position, or equivalent education, training, and experience.

Other: Must have good oral and written communication skills, strong computer skills, and knowledge of physical, mental, and emotional needs of elderly. A drug test and background investigation will be required.

Applicants **MUST** use and submit a complete official Washington County Job Application Form to: Fetima Moore, HR Specialist, at PO Box 1007, Plymouth, NC 27962.

Official Applications and a **full position description** may be obtained in person from the County Manager's Office at 116 Adams Street in Plymouth, or can be downloaded from:

http://www.washconc.org/human_resources-Job_Openings.aspx

Applications will be accepted until the position is filled. Washington County offers a generous benefits package in addition to a salary, and is an equal opportunity employer.