**POSITION ANNOUNCEMENT**

**POSITION:** NUTRITION SITE MANAGER / CLARKTON COMMUNITY

**SALARY:** $10 PER HOUR

**STATUS:** 20 HOURS PER WEEK

**DESCRIPTION:** Must be skilled in delegating authority to responsible volunteers and participants. Must have the ability to interact and communicate with well with older adults, as well as the Nutrition Coordinator. A variety of duties must be performed at the nutrition site in order to maintain strict adherence to state standards. Must be able to present current nutritional information to the participants and prepare interesting programs. Must maintain all statistical records of the site activities and complete intake forms on all new participants. Accurate daily records and submission of monthly reports is also a necessity.

Must have valid NC Driver’s license and dependable transportation in order to provide home-delivered meal services to qualified clients in the community.

**KNOWLEDGE & SKILLS:** A high-school diploma or equivalent is required. Experience in food handling is desired.

**APPLICATIONS:** Applications may be obtained from the NC Works Career Center 401 Mercer Mill Road, Elizabethtown, NC 28337.

Applications for this position will be accepted until April 1, 2020.