



YVEDDI
YADKIN VALLEY ECONOMIC
DEVELOPMENT DISTRICT, INC.

Post Office Box 309, Boonville, NC 27011
533 N Carolina Avenue Highway 601 N
Telephone (336) 367-7251 - Fax (336) 367-3637
Serving: Davie, Stokes, Surry, and Yadkin Counties

To:	<ul style="list-style-type: none">Interested PersonsN. C. Dept. of Commerce – Workforce (ESC)Local YVEDDI Service CentersSurry Community College (Erica Smith) smithe@surry.edu
From:	Kathy Payne, Executive Director Lisa Money, Senior Enrichment Program Director
Date:	February 13, 2015
Re:	JOB VACANCY
Position Title:	Nutrition Program Site Manager
Location Address:	East Bend Senior Center 473 E. Main Street East Bend, NC 27018
Work Schedule:	Generally Monday through Friday, 9:00 a.m. until 1:00 p.m.
Wage Range:	\$8.49 per hour
Starting Date:	As soon as possible
Job Objective:	Management of Congregate Nutrition Site and activities, coordinate Home Delivered Meals Project; maintain center enrollment; order and receive meals; maintain records and reports for Nutrition Site activities and services. Must be able to read and write. Must have access to personal vehicle for work use (i.e. delivery of Home Bound Meals if volunteer not available). Able to work positively and cooperatively with senior adults and supportive services and supervisor. Must be able to maintain files, policies and procedures and work well with other staff. Must be able to meet standards of sanitation including mopping, cleaning and/or moving tables, cleaning kitchen area and equipment and other duties as assigned.
Education Requirements:	High School Diploma, GED
Close Out Date	Until Filled
Contact:	Employment Application available for download at www.yveddi.com Lisa Money, Senior Enrichment Director lmoney@yveddi.com

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