



Post Office Box 309, Boonville, NC 27011  
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<b>To:</b>	<ul style="list-style-type: none"> <li>• Interested Persons</li> <li>• Local YVEDDI Service Centers</li> <li>• Surry Community College (Erica Smith) <a href="mailto:smithe@surry.edu">smithe@surry.edu</a></li> </ul>
<b>From:</b>	Kathy Payne, Executive Director
<b>Date:</b>	April 28, 2014
<b>Re:</b>	<b>JOB VACANCY</b>
<b>Position Title:</b>	<b>Elderly Nutrition Program Site Manager</b>
<b>Location Address:</b>	473 E. Main Street, East Bend, NC 27018
<b>Work Schedule:</b>	Monday – Friday 9:00 a.m. – 1:00 p.m. 20 hours weekly
<b>Wage Range:</b>	\$8.28 per hour
<b>Starting Date:</b>	As soon as possible
<b>Job Objective:</b>	<p>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.</p> <p>Must be able to read and write. Must have access to personal vehicle for work use (i.e. delivering 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.</p>
<b>Education Requirements:</b>	High School Diploma, GED
<b>Close Out Date</b>	May 5, 2014
<b>Contact:</b>	Employment Application available for download at <a href="http://www.yveddi.com">www.yveddi.com</a>

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