



Post Office Box 309, Boonville, NC 27011  
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 Serving: Davie, Stokes, Surry, and Yadkin Counties

<b>To:</b>	<ul style="list-style-type: none"> <li>Interested Persons</li> <li>N. C. Dept. of Commerce – Workforce (ESC)</li> <li>Local YVEDDI Service Centers</li> <li>Surry Community College (Rachel Hiatt) <a href="mailto:hiattr@surry.edu">hiattr@surry.edu</a></li> </ul>
<b>From:</b>	<p>Lisa Money, Senior Enrichment Services Director          Kathy Payne, Executive Director <i>Kathy Payne</i></p>
<b>Date:</b>	May 27, 2016
<b>Re:</b>	<b>JOB VACANCY</b>
<b>Position Title:</b>	<b>Nutrition Program Site Manager</b>
<b>Location Address:</b>	207 East Hemlock Street Yadkinville, NC 27055
<b>Work Schedule:</b>	Generally Monday through Friday, 8:30 AM until 12:30 PM
<b>Wage Range:</b>	\$8.71 per hour
<b>Starting Date:</b>	June 1, 2016
<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. 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.</p>
<b>Education Requirements:</b>	High School Diploma, GED
<b>Close Out Date</b>	Until filled
<b>Contact:</b>	<p>Teresa Dover <a href="mailto:t dover@yveddi.com">t dover@yveddi.com</a>          336-367-3533</p> <p>Employment Application available for download at <a href="http://www.yveddi.com">www.yveddi.com</a></p>

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