




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

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<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</li> <li>• Indeed.com</li> </ul>
<b>From:</b>	Lisa Money, Senior Services Director Kathy Payne, Executive Director 
<b>Date:</b>	June 13, 2018
<b>Re:</b>	<b>JOB VACANCY</b>
<b>Position Title:</b>	<b>Nutrition Program Site Manager</b>
<b>Location Address:</b>	Yadkin Valley Senior Center 121 Delos Martin Drive Jonesville, NC 28642
<b>Work Schedule:</b>	Generally, Monday through Friday, 9:00 A.M. until 1:00 P.M.
<b>Wage Range:</b>	\$8.70 – 10.96 per hour DOE
<b>Starting Date:</b>	Immediately
<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. Must have computer skills including, but not limited to, email, data entry, etc.</p>
<b>Education Requirements:</b>	High School Diploma, GED
<b>Close Out Date</b>	Until filled
<b>Contact:</b>	Lisa Money 336-367-3522 or <a href="mailto:lmoney@yveddi.com">lmoney@yveddi.com</a> Employment Application available for download at <a href="http://www.yveddi.com">www.yveddi.com</a>

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