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

YVEDDI provides equal opportunities for employment to all employees and job applicants. No person shall be discriminated against because of race, religion, color, sex, age, national origin disability, political affiliation or veteran status.

To:	• Interested Persons • N. C. Dept. of Commerce – Workforce (ESC) • Local YVEDDI Service Centers • Surry Community College • Indeed.com
From:	Lisa Money, Senior Services Director Kathy Payne, Executive Director
Date:	**December 18, 2018**
Re:	**JOB VACANCY**
Position Title:	**Nutrition Program Site Manager**
Location Address:	**East Bend Senior Center 473 E. Main Street East Bend, NC**
Work Schedule:	**Generally Monday through Friday, 9:00 A.M. until 1:00 P.M.**
Wage Range:	**$8.70 -$10.96 per hour**
Starting Date:	**Immediately**
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. Must have computer skills including, but not limited to, email, data entry, etc.
Education Requirements:	**High School Diploma, GED**
Close Out Date	**Until filled**
Contact:	**Lisa Money 336-367-3522 or lmoney@yveddi.com** **Employment Application available for download at www.yveddi.com**

EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER