



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

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

To:	<ul style="list-style-type: none"> ○ Interested Persons ○ Local YVEDDI Service Centers ○ Indeed, Facebook, Twitter
From:	Kathy Payne, Executive Director Lisa Money, Senior Services Director <div style="text-align: right;"><i>Kathy Payne</i></div>
Date:	6/12/24
Re:	JOB VACANCY
Position Title:	Nutrition Program Site Manager (P-T)
Job Location:	Yadkin County Senior Center, 207 E. Hemlock St., Yadkinville
Work Schedule:	Generally, Monday–Friday 8:30 am – 12:30 pm
Benefits:	13 paid holidays, Vacation and Sick Leave (paid time off), Retirement Plan
Wage Range:	\$9.84 - \$15.91
Starting Date:	Immediately
Job Objective:	<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, 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 the kitchen area and equipment, and other duties as assigned. Must have computer skills including, but not limited to, email, data entry, etc.</p>
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

Employment with YVEDDI is "at will". You or YVEDDI may end your employment with us at any time for any reason within applicable state and federal laws. Drug Testing and Criminal Background Checks Required