



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 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.***

<b>To:</b>	<ul style="list-style-type: none"> <li>• Interested Persons</li> <li>• N.C. Works (ESC)</li> <li>• Local YVEDDI Service Centers</li> <li>• Surry Community College</li> </ul>
<b>From:</b>	Lisa Money, Senior Services Director Kathy Payne, Executive Director 
<b>Date:</b>	April 3, 2019
<b>Re:</b>	<b>JOB VACANCY</b>
<b>Position Title:</b>	<b>Nutrition Program Site Manager</b>
<b>Location Address:</b>	Yadkin County Senior Center, 207 E. Hemlock St., Yadkinville
<b>Work Schedule:</b>	Generally, M - F, 8:30 AM until 12:30 PM
<b>Wage Range:</b>	\$8.92 - \$10.70 per hour
<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.</p>
<b>Education Requirements:</b>	High School Diploma, GED
<b>Close Out Date</b>	Until filled
<b>Contact:</b>	Lisa Money at 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>

***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.***