



Nutrition Site Manager - Part Time

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Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.

ABOUT THE HUMAN SERVICES DEPARTMENT OF JEFFERSON COUNTY

We are looking for someone part-time to provide nutrition services that assist older individuals to live independently, by promoting better health through improved nutrition and reduced social isolation through programs coordinated with nutrition-related services. Part-time hours for this position are at the Fort Atkinson Site, 9:00 – 1:00, averaging 19 hours per week.

SOME ESSENTIAL RESPONSIBILITIES OF NUTRITION SITE MANAGER

To be successful, you will complete the below responsibilities:

- Completes registration for new congregate meal participants.
- Greets participants, takes reservations and cancellations, calls in accurate meal counts to the caterer on time each serving day, and coordinates meal delivery with drivers.
- Assembles and serves timely meals, including packaging home-delivered meals, complying with food safety standards.
- Prepares dining room setup and cleanup and cleans kitchen/common areas daily.
- Variety of other tasks and responsibilities necessary provided on job description posted.

Requirements:

- High School Diploma or equivalent with six months' related experience and/or training; or equivalent combination of education and experience.
- Serving Safe Food Certificate within 90 days of hire.

Preferred Requirements:

- One-year-related experience and/or training; or equivalent combination of education and experience.

Wage & Benefits

Wage starts at \$18.63 - \$20.10/ hour based on candidate successful experience and qualifications.

2026 Gold Certified Family Friendly Workplace

Employees at Jefferson County Value

*Competitive Pay*Excellent Benefits*Great Coworkers*Flexibility*Advancement & Opportunity*Family Feel*

HOW TO APPLY: For a full job description and link to apply online, please visit the County's web site at jeffersoncountywi.gov.

Jefferson County is an Equal Opportunity Employer

