



Nutrition Site Manager **Part-Time**

Jefferson County Aging and Disability Resource Center's (ADRC) vision is to provide information and assistance to a diverse community where older adults, age 60+, and people with disabilities are respected, healthy, and productive. Therefore, the agency has made it their mission to help clients of our County achieve their goals by providing them with comprehensive information so they can make informed decisions and advocacy support to ensure that they remain in charge of their lives.

The purpose of this position is 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.

To be successful, you will complete the below responsibilities:

- Completes registrations for new participants and re-enrolls all participants annually.
- Completes initial cursory assessment to determine need for home-delivered meals.
- 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

Starting Wage: \$17.21/hour and 19 hours/week

Qualifications Needed:

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

Qualifications Preferred:

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

Application and position details are available at www.jeffersoncountywi.gov or
Jefferson County Human Resources: 311 S. Center Ave. Room 111, Jefferson, WI 53549.

Jefferson County is an Equal Opportunity Employer