



TYRRELL COUNTY GOVERNMENT

**P.O. BOX 449
108 SOUTH WATER STREET
COLUMBIA, NC 27925**

PHONE: 252.796.1371
FAX: 252.796.1188

Tyrrell County Senior Center

is accepting applications until filled for the PART-TIME/20 hours/week
position of:

Nutrition Site Manager

The Nutrition Site Manager performs a variety of duties regarding the operation of a congregate and home delivered meals site. The Nutrition Site Manager works under the supervision of the Senior Center Director. Examples of work include; opens and closes nutrition site daily (site must be open 4 hours a day), accepts delivery of food by caterer and records food temperatures, coordinates activities and programs for participants such as nutrition education, information and referral, health counseling, and recreational activities, keeps client registration forms of each participant on file and updates as needed, responsible for the safety of the program income lockbox. Applicant should have knowledge of physical, mental, and emotional needs of the elderly. Desirable education and experience include graduation from high school with two years of experience in human services, recordkeeping, and ability to effectively use computer applications such as, spreadsheets, word processing, and database software. Applicants will be subject to pre-employment criminal background check. Starting pay is \$8.00/hour. To obtain an application either go to www.tyrrellcounty.org or the Tyrrell County Personnel Office. Return applications in hard copy format only to the Tyrrell County Personnel Office, P.O. Box 449, 108 S. Water Street, Columbia, NC 27925.

Tyrrell County is an equal opportunity employer.

