

**Warren County Human Resources**  
**602 West Ridgeway Street**  
**P.O. Box 619**  
**Warrenton, NC 27589**



**Monday - Friday 8:30am to 5:00pm**  
**Telephone: (252) 257-3574**  
**Facsimile: (252) 257-5971**  
**www.warrencountync.com**

## **EMPLOYMENT OPPORTUNITY**

### **WARREN COUNTY**

### **SENIOR CENTER**

**POSITION:** Part-Time Nutrition Site Manager (20 Hours Per Week)

**DUTIES:** Organizes & directs the center's congregate & home delivered meals program while working directly with contractors & volunteers; coordinates the pick-up & delivery of meals; ensures daily meals meet RDA guidelines; prepares meals daily; orders/receives meals from caterer as needed; maintains organized schedule for meal deliveries; oversees clean-up after meals in accordance with sanitation & fire inspection standards; abides by all state nutrition regulations; prepares reports via personal computer; performs related duties as required.

**EDUCATION/EXPERIENCE:** Any combination of education and experience equivalent to graduation from high school & some food handling & service experience. Food service safety & CPR certifications required.

**SALARY:** \$12.50 hourly

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Warren County applications will be accepted **Until Filled** at the Division of Workforce Solutions (formerly the Employment Security Commission), 210 West Ridgeway Street, Warrenton, North Carolina 27589, or the Warren County Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC. Applications are available at [www.warrencountync.com](http://www.warrencountync.com).

*Warren County is a drug-free workplace. Positions designated (\*) as Safety Sensitive require pre-employment drug testing. In compliance with the Immigration Reform and Control Act of 1986, Warren County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

**Warren County is an Equal Opportunity Employer**