



## JOB OPENING

<b>JOB TITLE:</b>	<b>Nutrition Coordinator</b>
<b>POSTING DATE:</b>	3/23/2026
<b>CLOSING DATE:</b>	<b>Open until filled.</b>
<b>DEPARTMENT/DIVISION:</b>	Special Services/Senior Services
<b>EMPLOYEE GROUP:</b>	General
<b>EMPLOYMENT STATUS:</b>	Regular Full-Time
<b>START DATE &amp; WORK SCHEDULE:</b>	<b>June 2026</b> 8:30 am - 4:30 pm, Monday – Friday. Occasional evening and weekend as needed.
<b>PAY RATE:</b>	\$53,471 - \$69,513
<b>PREVIOUS WORK EXPERIENCE:</b>	Minimum of 2 years of experience working with and/or providing services to senior adult population. Experience with grants, maintaining records and supervising staff and volunteers is desired.
<b>EDUCATION:</b>	Bachelor of Science in Gerontology, Recreation, Social Work or a related field.
<b>SPECIAL SKILLS &amp; TRAINING:</b>	Excellent telephone and customer service skills. Must be able to multi-task, attend to details, and demonstrate good organizational skills. Must work well individually, older adults, caregivers and as part of a team. Proficiency in Microsoft Office and spreadsheet software required. This position requires the ability to lift more than 30 lbs.
<b>BASIC RESPONSIBILITIES:</b>	Responsible for the operation of the Senior Adult Congregate and Home Delivered Meals Program. Write grant proposals for funding nutrition programs, administers budget, tracks and maintain records and prepare grant reports. Coordinate and plan menus. Trains and supervises volunteers and staff. Other duties as assigned.
<b>HOW TO APPLY:</b>	All candidates must complete an <a href="#">online application</a> . Please create an account and apply online for consideration.

**The City of Farmington Hills is an Equal Opportunity Employer.**

We work hard to enable all employees to succeed, and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.