



**JOB OPENING**

<b>JOB TITLE</b>	<b>Nutrition Assistant-Home Delivered Meals- Senior Division</b>
<b>POSTING DATE</b>	June 16, 2025
<b>CLOSING DATE</b>	<b>Open until filled.</b>
<b>DEPARTMENT/DIVISION</b>	Special Services/Senior
<b>EMPLOYMENT STATUS</b>	Part-time/Temp
<b>START DATE &amp; WORK SCHEDULE</b>	ASAP 28 hours per week, Monday – Friday, 8:30 a.m. to 1:00 p.m.
<b>PAY RATE</b>	\$13.50 - \$15.50 per hour
<b>PREVIOUS WORK EXPERIENCE</b>	Some experience with older adults helpful.
<b>EDUCATION:</b>	High school Diploma or equivalent preferred.
<b>SPECIAL SKILLS &amp; TRAINING</b>	Must be organized and able to communicate effectively with kitchen staff. Must have ability to follow directions. Must be able to multi-task, attend to details. Basic computer skills required.
<b>BASIC RESPONSIBILITIES</b>	Works with volunteers and staff to set up meal delivery. Manage routes, schedule volunteer drivers, create route sheets, and daily reports. Communicate effectively with families, caregivers and older adults. Other duties as assigned.
<b>HOW TO APPLY</b>	All candidates must complete an <a href="#">online application</a> . Please create an account and submit online for consideration.

***EQUAL OPPORTUNITY EMPLOYER***