

# RUFTY-HOLMES SENIOR CENTER

Serving Rowan County, NC Older Adults

[www.ruftyholmes.org](http://www.ruftyholmes.org)

1120 S. MLK Jr. Ave, Salisbury, NC

704-216-7715

## **JOB OPENING**

*Rufty-Holmes Senior Center is nationally accredited and a NC Center of Excellence which serves 4,000 Rowan County Older Adults, providing Fitness & Wellness classes, Lifelong Learning, Trips, Outreach services, and area Lunch Clubs. The Facility includes a fitness gym, indoor aquatic pool, meeting rooms, café, offices.*

### **Lunch Club Site Coordinator**

**Part-time Position**      Monday thru Friday, 9:30 am—1:30 pm

Lunch Clubs offer Rowan County Older Adults six locations to enjoy a hot lunch, socialization and opportunities for learning and wellness activities. This program offers the meal by donation only, to those age 60 and older in Rowan County. The Lunch Club Site Coordinator oversees a site for cleanliness, delivery and serving of food provided by caterer, and paperwork related to clients and meal service.

Coordinator is responsible for the implementation and supervision of a Group Lunch Club site for Older Adults in Rowan County.

The Coordinator must follow required service standards which includes facility organization, sanitation and cleaning, food service and working with caterer and volunteers.

Enjoying and interacting with older adults is necessary.

A NC Drivers License, auto insurance and working vehicle is necessary for this job.

Position is FLSA non-exempt and works independently under supervision of the Nutrition Manager.

Benefits: work-related mileage reimbursement, holiday pay and retirement plan available

**To Apply:**                      Position Open Until Filled

If interested, or know someone who would be great for this job;

**Please submit a resume to:** [office@ruftyholmes.org](mailto:office@ruftyholmes.org)

Or drop off a resume at RHSC

1120 S MLK Jr. Ave., Salisbury, NC 28144

Attention: Office Administrator      704-216-7716