

RUFTY-HOLMES SENIOR CENTER

Serving Rowan County, NC Older Adults

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.

Nutrition Manager

The Senior Center Nutrition Manager is a full-time professional level position responsible for the coordination and supervision of a congregate nutrition program for older adults located at multiple sites in Rowan County. This management position supervises multiple employees and volunteers and works at direction of the Executive Director.

Responsibilities:

Oversee and coordinate all aspects of the Nutrition program in compliance with NC DAAS Nutrition Service Standards, federal Food Safety Codes, local Environmental Health regulations, and Senior Center Operations.

Recruit, train, schedule and supervise Lunch Site Coordinators in proper food handling procedures, required site activities, records maintenance, and facility care

Visit nutrition sites to interact with clients and ensure compliance with operating standards

Coordinate work of contracted caterers, vendors, and facility owners in the operation of the program, insuring contract requirements are met. Order supplies for the operation of sites.

Coordinate activity programs offered at each congregate site

Facilitate Café operation at the Senior Center, ordering inventory and supervising Café Staff

Facilitate USDA Senior Box program with Second Harvest Food Bank

Serve as main contact for questions and communications concerning the Nutrition Program

Prepare monthly, quarterly and annual reports on services and activities as required

Qualifications:

Four year degree from accredited college or university in a human service field with experience managing employees. Five + years as manager in Food Service Industry considered with 2- year degree

Food and nutrition service knowledge, food safety and sanitation guidelines education/certification preferred

Proficiency in use of a computer and related software

Benefits: Health Insurance, Paid Time Off, Paid Holidays, 403b retirement matching funds
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**To Apply:** If interested, or know someone who would be great for this position;

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

Or mail to: 1120 S. MLK Jr. Ave., Salisbury, NC 28144

**Application Deadline October 12, 2020**