

# 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 3,000 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**

This is a full-time professional management position responsible for coordination and supervision of the federal congregate nutrition program for older adults located at multiple sites in Rowan County. Additional responsibilities include the Center’s Café and other federal government nutrition programs. This position supervises multiple employees and works at the direction of the Executive Director.

#### **Responsibilities:**

Coordinates and facilitates the Congregate Nutrition Program for compliance with the NC DAAS Nutrition service standards, federal food safety codes, local environmental health regulations and Senior Center operations. Administrative responsibilities include client intake, record keeping and preparing reports of services provided.

Recruit, train, and supervise Lunch Site Coordinators in proper food handling procedures, required site activities, recordkeeping, and facility responsibilities. Six sites are open Mon-Fri, an additional site is open Tuesdays and a Latino Lunch Club meets twice monthly.

Coordinate work of contracted food service providers, vendors and facility owners, insuring contract requirements are met. Order supplies for site operation. Financial ability to work within nutrition program budget.

Visit Lunch Club sites frequently to interact with Clients and ensure compliance with operating standards.

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

Facilitate the USDA Senior Box program with Second Harvest Food Bank.

Serve as the Center’s contact for communications concerning nutrition services for county Older Adults.

#### **Qualifications:**

Nutrition or food service degree from an accredited college or university, with experience managing employees or 5+ years of food and nutrition service knowledge, food safety and sanitation guidelines with management experience

Proficiency in use of Microsoft products, including spreadsheets. Ability to learn industry specific software

Ability to relate and communicate well with older adults of various , other staff, volunteers and the public

Ability to work independently with completion of tasks in an acceptable time frame and meet deadlines

Valid NC Driver's License and clean driving record, mileage reimbursement provided

Bi-Lingual in Spanish a plus

**Benefits:** health insurance, paid time off, 11 paid holidays, 403b matching funds, mileage reimbursement

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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)**

**Position open until filled**