

Nutrition Site Manager – Senior Center

Permanent part-time position working 22 hours per week/5 days per week with paid time off. The primary responsibility of this position is to manage and direct a nutrition program by managing the work operations with both staff and/or volunteer staff and supervise the opening and closing of the nutrition site daily. Assist the Director of the Senior Center to plan, organize and administer nutrition and/or Meals on Wheels program including support services in accordance with appropriate federal, state or county guidelines. Assist with the necessary record keeping systems to ensure project compliance with provisions of the State Sanitary Code and nutrient standard method and/or any other system developed by federal/state government which regulates the physical content of the meals served.

REQUIREMENTS: High School diploma. Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis.

EXPERIENCE: One (1) year of professional experience in either a paid or volunteer capacity in such fields as social work, public health, gerontology, education, psychology, community organization, nursing home care, nutrition, dietetics, home economics, or social or human services. If required by the Mercer County Nutrition Program for the Elderly ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

The Robbinsville Township Municipal Court is an Equal Opportunity Employer