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Job Title: Nutrition Site Manager, Munford Senior Center, Munford, TN

Business/Location: 63 College St, Munford, TN 38058

Requirements:

- Capable of keeping accurate records.
- Ability to work with the elderly and low-income persons.
- Must possess valid Tennessee driver's license and the ability to be insured at standard vehicle liability rates.

Responsibilities include but are not limited to: See Munford Senior Center online at

<https://www.munford.com/senior-programs-2/>

- Manage and supervise the Congregate and/or Home Delivered Meals Program at the Nutrition Site Location.
- Perform all record-keeping related to the Nutrition Program, i.e., Meal Reservation Sheets, Meal Delivery Vouchers, Meal Participation Records, BCIs, Bank Deposits, Volunteer In-Kind Vouchers, Nutrition Education, Nutrition Screening, Outreach documentation, termination lists, mileage sheets, and all paperwork related to the Congregate, Home Delivered, Options Program, Caregiver Program and Choices Program.
- Oversee collection of client contributions, including re-counting, recording, and depositing contributions in the locally designated bank daily.
- Recruit an adequate Volunteer staff that will assist the Nutrition Site Manager with all aspects of the Meals Program including meal delivery, Congregate meal service, and paperwork as needed.

Contact Information: Contact Ms. Amie Croom for more details at acroom@swhra.org

Send Resume to: Contact Amie Croom at acroom@swhra.org

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Contact Carol Pham, Career Counselor, at 901-475-3105 or email at cpham@dsc.edu or contact Ms. Carmen Pfeifer, Counselor/Career Services Coordinator at 901-475-3137 or email pfeifer@dsc.edu. Check out the DSCC [Career Counseling](#) webpage. Upload your resume to: www.jobs4tn.gov.