



## JACKSON COUNTY

### Human Resources Department

401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779

Phone 828.631.2212 • Fax 828.631.2266

# Employment Opportunity

Please post in a location accessible to all employees

**Position:** **Congregate Meals Manager**  
*Permanent, Part-Time, Non-Exempt*

**Department:** Aging

**Description of Duties & Responsibilities:** Position is located at the Department on Aging and scheduled to work five hours per day, five days per week, from 10 am – 3 pm (25 hours per week). Position maintains daily reports and data entry for the congregate meals program, distributes liquid supplements, collects client contributions and payments, prepares daily deposits, prepares daily meal orders for congregate meals program, and maintains meal service records. Responsible for indoor and outdoor meal distributions.

**Education & Experience Requirements:** High school diploma or GED and experience working with the public. A valid NC driver license is required. Prefer a candidate with an associate's degree in nutrition, human services or related field and experience working with the senior population.

**Starting Salary:** \$16,962.21 (Grade 16)

Jackson County employee benefits for this position: participation in the Local Governmental Employees Retirement System, paid leave (vacation, sick, and holiday), employee clinic, wellness program, and supplemental benefit offerings.

**Application Requirements:** Submit a completed Application for Employment to:

Jackson County	NC Works Career Center
Human Resources Department	26 Ridgeway Street, Suite 2
401 Grindstaff Cove Road, Suite A-218	Sylva, NC 28779
Sylva, NC 28779	

The Application for Employment is available online at:  
<https://www.jacksonnc.org/employment-opportunities> or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.

**Closing Date:** **4 pm, Monday, January 25, 2021**

### Jackson County is an Equal Opportunity Employer

*Pre-employment drug screen and criminal background checks are required  
Jackson County participates in the federal [E-Verify](#) program*