

JOB OPENING

NORTHWEST TN HUMAN RESOURCE AGENCY

CARROLL COUNTY NUTRITION COORDINATOR

The Northwest Tennessee Human Resource Agency Nutrition Program is seeking an individual to fill the position of Carroll County Coordinator. This position is Part-Time. The successful candidate will report directly to the Director or the Nutrition Program and indirectly to the Executive Director while operating out of the Carroll County Senior Center located at 625 High Street, Huntingdon, TN 38344.

Duties will include: overseeing of city and county meals, both at site and home delivered meals; instructing volunteer meal delivery people of duties and procedures; maintaining a clean, healthy food service area; submitting and maintaining monthly reports on meals served; and reporting to district office.

The minimum education requirement will be a high school diploma or equivalent. Computer knowledge preferred. Driving to deliver meals may sometimes be required. Applicants must have a clean driving record.

Northwest Tennessee Human Resource Agency is an Equal Opportunity Employer. Pursuant to a declared policy on non-discrimination, the Northwest Tennessee Human Resource Agency does not discriminate on the basis of race, sex, religion, national or ethnic origin, age, disability or military service.

Please provide Applications and/or resumes to Carroll County Senior Center, 625 High Street, Huntingdon, TN 38344.