Food & Nutrition Director
Full Time Position

ADVOCAP, Inc., is a recognized leader in anti-poverty and self sufficiency programming. We are a private, nonprofit Community Action Agency committed to creating opportunities for people and communities to reduce poverty, and increase self sufficiency.

We are seeking an individual to join our leadership team as Food & Nutrition Director. A quality Nutrition Program in Winnebago County, Wisconsin is vital to the well-being of our seniors. In addition, the Director will oversee the commodity program which supports food pantries in Fond du Lac, Green Lake, and Winnebago Counties. We also facilitate community gardens projects.

Responsibilities Include:
- Direct and manage a multi-faceted senior nutrition dining and home delivered meal program and oversee smaller food related projects
- Ensure at least 105,000 quality and nutritious meals are provided annually to over 1,000 older adults who dine at 11 locations throughout Winnebago County or receive meals delivered to their homes
- Consumer health, safety, satisfaction and engagement of volunteers is vital to program success

Job Requirements:
- Possess at least five years of experience as a supervisor or manager of programs that serve low income populations, with an emphasis on the elderly
- Food handling and preparation knowledge
- Demonstrated logistics planning ability
- Awareness of the needs of older adults is essential
- Formal nutrition education or certification is desirable (may be acquired later)
- Leadership and management experience required
- Reliable transportation and a valid driver’s license
- Passing Drug Screen and background check

Starting salary is $57,096. This full time position will have access to our full benefit package which includes: health, dental, vision, life, STD, vacation, sick and holiday pay, and Retirement/401k option.

Resumes and/or applications, with cover letters expressing interest, which are submitted by 7/10/2020 will receive primary consideration.
Send to: ADVOCAP Inc., Human Resources
PO Box 1108
Fond du Lac, WI 54936-1108
or email to hr@advocap.org or FAX: 920 922-7214

www.advocap.org
AA/EOE