



Meal Site Manager

The ADVOCAP Nutrition Program has a part time opening for a Meal Site Manager to fill in at various meal sites. When not needed at a meal site, individual will assist with general administrative tasks and yearly assessments on clients. Responsible for managing food service operation, supervising volunteers, and providing direct services to older adults eating at the meal site.

Ideal candidate will have previous managing experience and familiarity with the food service operation. Must demonstrate thoughtful customer service skills. Requires proficiency in word processing, valid drivers license and access to a vehicle.

This part-time position's base schedule is 9:00 a.m. to 12:30 p.m., 17.5 hours per week, Monday through Friday, paying \$14.29/hr. with vacation and holiday pay. Resumes, with cover letter, received by 12/15/17 will be given preference. Must be submitted to Human Resources Manager, ADVOCAP Inc., P O Box 1108, Fond du Lac, WI 54936-1108; Fax (920) 922-7214; Email hr@advocap.org.

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