

JOB VACANCY ANNOUNCEMENT

Date of Posting: 11.14.11

The following position is available. Interested parties may obtain application materials from Marion County Public Health Department or the MCPHD website and return the application form to Marion County Public Health Department by November 24, 2011.

Job Title: Fill In Staff

Department: Marion County Public Health Department, 2003 North Lincoln, ,
Knoxville, IA 50138

Hours: As needed, M-F

Essential Functions and other details of the Job:

PURPOSE

Under general supervision, substitutes in various roles inside of the meal programs, filling in for staff absences. This can include the roles of congregate meal site coordinator, driver, warehouse, assistant or head cook.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Maintains all records required in the operation of the nutrition site and submit all required reports to Local Project Coordinator correctly and in a timely manner.
- Works with volunteers at the site.
- Carry out activities with participants.
- Ensure that the anonymity is maintained for participant contributions.
- Participate in meetings, and in-service trainings, as requested
- Seek advise of the local project manager or her/his designee on all matters of policy and report potential problems immediately
- Assures completion and compliance in all areas of food preparation and distribution, both home delivery and within the center
- Assures that policies are followed within the facility by staff, volunteers, and participants
- Maintains confidentiality of all client health and finance related information.

- Prepare food items as needed.
- Drive the meals in bulk to the centers

- Deliver home delivered meals
- Retrieve food from the warehouse as needed.

Knowledge, Skills, and Abilities required:

High school graduation or General Education Degree (GED)

Current driver's license and good driving record

Ability to pass Serve Safe Training within one year of hire

Interested parties are encouraged to read the full job description available at Marion County Public Health Department, or on the website at www.marionph.org. This job vacancy notice will be posted for a minimum of 10 days (November 24) or until the position is filled.

The County shall have sole discretion to fill any vacancy.

MARION COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER