

# Memo

**To:** Program Directors  
**From:** Sarah Childress  
**Date:** January 30, 2020  
**Re:** Position Opening

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This position is currently open. Please forward this to your employees.

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**Job Title:** Site Supervisor

**Location:** Sevier County

**Program:** Senior Nutrition

**Position Summary:** Oversees SNP's home delivered meals in Sevier County.

**Duties and Responsibilities:**

- Supervises SNP staff and volunteers who deliver meals to home bound clients within a specific county or counties.
- Trains Delivery Drivers and Volunteers in their specified county.
- Establishes and maintains a system of meal reservation for home delivered meals.
- Drives and delivers meals to the homes of all SNP home delivered meal participants on specified route.
- Maintains a clean work environment. Follows any policies/procedures regarding the safe handling of food.
- Ensures that all reports are accurate and up-to-date for all routes in specified area.
- Receives and turns in any contributions/donations in a timely manner.
- Plans and implements a volunteer recruitment and training program.

- Assist kitchen staff in preparation of meals and packaging of meals for delivery when needed.
- Ensures that all participants in specified county receive menus, nutrition education, and contribution envelopes monthly.

**Education:**

- High school diploma or GED required.

**Experience and Skills Requirements:**

- Must maintain transportation, valid Tennessee driver's license and proof of liability insurance on vehicle.
- Experience with meal preparation.
- Experience in record keeping procedures.
- Ability to work with others.
- Good communication skills.
- Basic computer skills.
- Ability to lift up to 40 pounds, loading coolers into vehicle, putting up stock and/or supplies.

**Hours and Benefits:** Part-time; Non-Exempt

**To Apply:** Send resume to: DCEA Human Resources, Attn: SNP Site Supervisor, P.O. Box 1218, Morristown, TN 37816. EOE.