

**SITE MANAGER – MEALS ON WHEELS Norwood**  
**Part-Time – Monday – Friday 9 am-1 pm**

**Meals on Wheels Program:** Long term Substitute Site Manager needed to manage the daily operation of the Meals on Wheels Program.

**Responsibilities**

- Manage and assist all activities of the Nutrition site
- Coordinate the delivery and serving of lunches to homebound elders
- Plan programs
- Recruit, train and supervise volunteers
- Maintain project records
- Deliver meals as needed

**Qualifications:**

- Strong organizational, interpersonal skills
- Able to deliver meals to homebound elders as needed
- Experience with community-based programs and coordinating outreach activities preferred. ServSafe Certification preferred
- Must have a valid MA driver's license and provide own transportation

**SALARY:** \$15.25 per hour

Interested applicants should submit a resume or HESSCO application to Carrie Ganz [cganz@hessco.org](mailto:cganz@hessco.org).