

Job Posting

MEAL SITE MANAGER - SUPPORTIVE HOUSING **Sharon Senior Housing Authority – Hixson Farm Road**

Part-Time – Monday– Friday 10:30 am-12:30 pm

Supportive Housing Program: Meal Site Manager needed to manage the daily operation of the Congregate Lunch Program in a Supportive Housing Program. Responsibilities include assisting with and managing all procedures of the Meal Site, coordinating the serving of lunches to building residents and community elders, delivering meals as needed, and maintain program records.

QUALIFICATIONS: Strong organizational, interpersonal skills. Able to deliver meals to homebound elders as needed. Experience with community-based programs and coordinating outreach activities preferred. Sanitation Certification, Allergen Awareness and Choke Save Certification preferred. Must have a valid MA driver's license and access to reliable vehicle for required driving.

PHYSICAL DEMANDS: Ability to lift and carry objects up to 10-to-15-pounds. The work requires the ability to climb stairs; to stand for extended periods of time; walk; stoop and bend.

SALARY: \$15.00 per hour.

HESSCO is an Affirmative Action/Equal Opportunity Employer.

Please submit application or resume and cover letter to:
Carrie Ganz, Human Resources
cganz@hessco.org

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