

**Site Manager – Home Delivered Meals Program
Canton
Part-Time – Monday – Friday 9 am-1 pm**

Home Delivered Meals Program: Site Manager needed to manage the daily operation of the Home Delivered Meals 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

Hourly Rate: \$15.55

Interested applicants should submit a resume or HESSCO application to Carrie Ganz cganz@hessco.org.