

Albemarle Commission

512 South Church St.
Hertford, NC 27944
252-426-5753
www.albemarlecommission.org



Job Title:

Nutrition Site Manager- Gates County
Area Agency on Aging
Albemarle Commission, Hertford, NC

About Us:

Initially organized in 1969 under the direction of the U.S. Economic Development Administration, the Albemarle Commission is sanctioned as the Lead Regional Organization for Region R by the federal government. Through legislation, the Commission became one of five regional planning and development commissions, serving the counties of Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington. For more information about the Albemarle Commission and the important work that we do, visit www.albemarlecommission.org.

The Area Agency on Aging (AAA) is a federally mandated program of the Albemarle Commission that provides various services and supports to older adults and their caregivers in our 10-county service area. The AAA network was established by the Older American's Act of 1973 to plan, coordinate and deliver a variety of local home and community-based services to support vulnerable older adults to live with independence and dignity.

Description of Work:

The Nutrition Site Manager performs a variety of duties regarding the operation of the Gates County congregate and home delivered meals program. The Nutrition Site Manager works under the supervision of the Nutrition Program Coordinator.

Specific responsibilities include:

- Open and close the nutrition site daily (minimum of 4 hours of operation required).
- Receive food deliveries from the caterer and record food temperatures.
- Follow all sanitary food handling and safety procedures.
- Maintain a clean, welcoming, and organized site environment, including sweeping and mopping floors as needed.
- Plan and coordinate participant activities and programs such as nutrition education, information and referral, health counseling, and recreational events.
- Maintain up-to-date client registration forms for all participants.
- Ensure daily participant sign-in sheets are accurate.
- Oversee daily delivery of home-delivered meals
- Maintain accurate and complete records and reports.
- Recruit, train, and support volunteers on an ongoing basis.
- Conduct community outreach to encourage participation in the nutrition program.

Updated October 2025

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- Perform other related duties as assigned.

Education and Experience:

Graduation from high school with two years' experience in human services or bookkeeping preferred. A combination of education and experience may be considered.

Salary:

This position is a salary grade **12**. The starting salary for this position is up to **\$15.00** per hour.

Benefits:

The Albemarle Commission offers a generous benefits package to our part-time employees, including paid vacation, Holidays (if applicable) and sick leave; longevity pay after 5 years of service.

To Apply:

Email, mail or drop off a cover letter, resume and 3 references to:

Amber Morse
amorse@accog.org
Albemarle Commission
512 South Church Street Hertford, NC 27944

The Albemarle Commission is an Equal Opportunity Employer.