JOB OPENING

Troup County Government

Position:	*Dept:*	*Salary:*
Site Manager-West Point Active Life (PT)	Parks & Recreation	$12.00/Hr.

Responsible for the oversight and supervision of all programs at the West Point Center. Assists Director in accomplishment of Center's mission.

The qualified candidate will have:

- A current valid driver's license; CDL preferred
- High school diploma or GED equivalent and two years food service experience preferred
- College degree in Human Services preferred
- Supervisory experience preferred (minimum two years)
- Excellent verbal, written and interpersonal communication skills
- Working knowledge of food service, ability to supervise other staff and inmate effectively, relate well to older adults and work well on a team
- Maintain active certification in CPR and First Aid Training (provided by Parks and Recreation)
- Skill in using current office technology and equipment including Microsoft Word, Excel, Outlook, etc.
- ServSafe Certification required (provided by The Active Life and Area Agency on Aging)

Essential duties and responsibilities include the following:

- Manages all activities and programs of Center
- Implements and coordinates procedures to insure that all meals conform to State (Southern Crescent), Federal and Local guidelines for acceptable nutrition, portion control and any other applicable requirements
- Ensures the proper preparation of high-quality and good-tasting meals for the Congregate and Home Delivered Meals Programs
- Reports any staff problems to Director and assists in the resolution of problems
- Establishes systems to assure an ever-improving quality of all programs
- Recruits and trains volunteers
- Completes monthly Parks and Recreation and State reports
- Gathers time sheets each pay period; Gathers and deposits all funds generated by Center; Prepares Annual United Way Report and Budget; Prepares Quarterly Troup Council on Aging Report
- Attends and coordinates Center events and fundraisers to expand program and services
- Attends Area Agency on Aging Manager meetings and community related events as required
- Performs special projects as needed
- Performs all other related duties as assigned

Applications will be accepted ***Until Filled*** *on Troup County's website @ www.troupcountyga.org.*
A resume in addition to the Troup County Government Application for Employment is required.

Job #: 06232017 Site Manager-West Point Active Life PT

Valerie P. Heard
Valerie P. Heard, Human Resources Director

Tod Tentler
Tod Tentler, County Manager

Troup County is an Equal Opportunity Employer - Drug Free and Tobacco Free Workplace

6/23/2017