



Director Uvalde County Nutrition Center

Duties of this position include;

You will be in charge of coordinating programs and activities for senior citizens. You plan, facilitate, and oversee daily activities, day trips, and special occasions for the facility, keep up with the facility grounds. Other responsibilities include managing the program budget, grants, maintaining records, and preparing reports. As the director, your duties may include hiring and training new staff and recruiting volunteers for the center. You may also be expected to represent your senior center in the community. Other duties include helping staff in kitchen with food preparation, experience with volume cooking preferred, kitchen maintenance and cleaning, maintaining and ordering stocks and supplies. Follow food safety requirements and obtain a food handler's certification at applicant's expense. A valid Texas driver's license with good driving record. Applicant must be able to walk, climb stairs/ladders, bend, twist and lift at least thirty (30) pounds. Self-motivated, multi-tasking. Bilingual helpful.

Salary: \$32,863.51 / with Benefits

Applications may be obtained:

◦Uvalde County Website
www.uvaldecounty.com

◦Uvalde County Treasurer's Office
Uvalde County Courthouse

Application Deadline: Until Position is Filled

Mail or Hand Deliver Applications To:

Uvalde County Treasurer's Office
Courthouse Square Box 16
Uvalde, Texas 78801

*Uvalde County is an
Equal Opportunity Employer*