

## VILAS COUNTY EMPLOYMENT

Vilas County is now accepting applications for part-time Senior Dining Site Manager. The Senior Dining Site Manager is a part-time position in the Aging & Disability Resource Center and performs a variety of duties at assigned County-meal sites to support the operations of the Senior Dining Program. All duties and responsibilities are performed under and subject to the review and guidance of the ADRC Director.

**Knowledge, Skills and Abilities Required:** Knowledge of food sanitation and kitchen safety practices is required. Must be able to follow directions and work without close supervision. Basic math ability is necessary as it relates to daily donation and monthly participation reports. Knowledge of and skills with computers.

**Training and Experience:** Graduation from high school or equivalent, including or supplemented by previous training or experience in bookkeeping or accounting. One or more years of experience in an office setting is preferred.

Must possess a valid driver's license.

Work site: Presque Isle area.

Starting rate is \$13.04 per hour.

Hours of work: Two days per week, approximately 10:30a.m. – 1:30p.m. (3 hours)

Interested individuals must complete and sign an *Application for Employment* form. Application materials, including a full position description are available in the Vilas County ADRC office, 330 Court Street, Eagle River, WI 54521 or visit our web site at [www.workforvilascounty.com](http://www.workforvilascounty.com). Additional information may be obtained by contacting ADRC Director Sue Richmond at (715) 479-3625.

**APPLICATION DEADLINE: Friday, December 1, 2023.**

VILAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER