

## **VILAS COUNTY EMPLOYMENT**

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

**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: Boulder Junction area.

Starting rate is \$10.29 per hour.

Hours of work: Three days per week, approximately 10a.m. – 1:00p.m.

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

**APPLICATION DEADLINE: Friday, November 17, 2017, at 12:00 Noon.**

VILAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER