

SENIORS FIRST, INC. JOB POSTING

NUTRITION SERVICES PROGRAM SUPERVISOR

VETERANS PREFERENCE

Seniors First is a 501 (c)3, nonprofit social service organization helping adults age 60+ with limited options who need support to live at home as long as possible. We are most well-known for our Meals on Wheels Program in Orange County. Our full range of services provides essential support and a safety net for seniors who deserve to age with hope, choice, and dignity.

Job Summary: Supports the Vice President of Nutrition Services and associated departments in a wide range of administrative and program support tasks. Functions within a strong team environment to effectively accomplish program and agency goals. Coordinates reporting, monitoring, program logs and documentation, meetings, and nutrition education and menu approval processes. Manages and supports special projects and initiatives throughout the year. Supervises OAA Data Specialists. A strong planner and executer who is detail-oriented and focused on operational efficiency.

The ideal candidate will have a Bachelor's degree and at least two years of experience in nonprofit, healthcare, or related organization, or equivalent combination of education and experience. A valid Florida driver's license, a clean driving record, reliable transportation, and proof of auto insurance is required. Strong or working knowledge of MS Office Suite, including but not limited to Word, Excel, and Outlook. Must be able to learn other software programs required by the department and/or agency. Sufficient mobility and strength to ambulate and move throughout facilities. Requires the ability to independently access any type of office or private residence. Able to sit for long periods of time. Requires frequent walking, standing, stooping, lifting to approximately 15 pounds, and occasional lifting of up to approximately 35 pounds. Other limited physical activities are required.

As a team member at Seniors First, Inc. you'll enjoy:

- Benefits including Health care, Dental, Vision, Life insurance
- 403(b) Thrift Plan
- Paid Holidays
- Paid Time off

We are conveniently located just north of the intersection of I-4 and SR 435 in Orlando, FL.

All applicants must be able to demonstrate ability to pass a pre-employment drug test, driving record check, and a Level 2 background screen.

Position Opens: September 22, 2023

Position Closes: November 22, 2023

All interested applicants should apply through Indeed. Internal applicants see HR.

Seniors First is a... Drug Free Workplace, E-Verify/AA/EOE-F/M/Vets/Disabled

Qualified individuals with a disability have the right to request a reasonable accommodation to our paper application process. If you are unable or limited in your ability to complete the application as a result of your disability, request a reasonable accommodation by contacting, Human Resources, 407.292.0177 or hrlevel2@seniorsfirstinc.org, informing us regarding the nature of your request and providing your contact information. **Please do not direct any other general employment related questions to this email and/or phone number.** Only inquiries concerning a request for reasonable accommodation will be responded to from this e-mail address and/or phone number.