

Job Posting: 7/15/2024

Oglethorpe County Board of Commissioners

Position Title: Home Delivered Meals Coordinator

Supervisor: Director of Senior Services

Status: Part-time (28 hours)

Duties and Responsibilities:

Plan, organize and coordinate the HDM program (also known as meals on wheels) to senior citizens in Oglethorpe County. This position requires you to be out in the community, so a positive attitude is a must. Other duties include: driving, helping with activities, assisting in the kitchen and cleaning.

Job related requirements:

Must have a valid drivers license and be 21 years or older

Must pass a background check

Comfortable working with senior citizens

Organization skills

Comfortable working on a computer (excel and word)

Please email resume to [crobinson@oglethorpecountyga.gov](mailto:crobinson@oglethorpecountyga.gov)

Applications can be found at [www.oglethorpecountyga.gov/job-opportunities](http://www.oglethorpecountyga.gov/job-opportunities)