

POSITION: Processing Assistant III
DEPARTMENT: Department of Social Services
Position Number: 5300119
Grade: 19
Starting Salary: \$27,917.50
Posted: March 25, 2025
Closing Date: April 10, 2025



GENERAL DEFINITION OF WORK

The primary purpose of the Processing Assistant III is to coordinate the activities of congregate meal site and home delivered meals for seniors and disabled clients. Under the general supervision of the Nutrition Project Coordinator, the Processing Assistant III helps staff/volunteers in the preparation and serving of meals, maintains clerical records, checks inventories of food and supplies, coordinates volunteer participation, plans and coordinates recreation activities, offers participants assistance with transportation, consults with participants on problems and refers to professionals for guidance, submits purchase requisition requests, and performs related work as required. This position serves as backup to the Nutrition Project Coordinator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS

- Works with volunteers each day as assigned in meal packaging, serving and home delivery,
- Helps plan and supervises on-site activities and educational, interesting and entertaining topic programs; suggests and assists in contacting and securing presenters from among the volunteers and other public and private organizations; and may lead activities or make presentations as appropriate,
- Helps verify temperature of meals upon delivery from the food vendor; counts numbers delivered; alert the Coordinator of problems,
- Helps set up the center for meal packaging and serving; pulls out utensils needed; makes coffee,
- Cleans kitchen and eating areas; supervises and coordinates or performs necessary cleaning duties; sweeps, mops moves chairs and tables as needed,
- Assists in filling out forms and orienting new clients;
- May drive vehicle to deliver home meals as required,
- Perform shelter and special needs duties as required by the County Emergency Operations Plan,
- Maintains and updates participant records in accordance with AAA standards,
- Performs related duties as required

EDUCATION AND EXPERIENCE

Knowledge, Skills, and Abilities

- General knowledge of the social, economic, health and environmental conditions of the participants served.
- Knowledge of the nutritional and recreation needs of the elderly.
- Ability to maintain and update participant records in accordance with AAA standards using spreadsheet software.
- Ability to plan activities and projects based on the needs and interests of the participants.
- Ability to relate to the needs of the elderly. Ability to establish and maintain effective working relationships.

Minimum Training and Experience Requirements

Education equivalent to graduation from high school and one year of experience in performing similar tasks in a hospital, nursing home, school, camp, or other social service area; or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS

- A valid driver's license

HOW TO APPLY:

Applicants must register online or in person with NCWorks. A State application (PD-107) is required and may be obtained at and submitted to the

NC Works Career Center

23 Macon Avenue

Franklin, N.C.

Mail to:

5 West Main Street

Franklin, NC 28734

and must be submitted on or before the closing date. **Online applications are not available.** Please include 3 references with contact information and a valid email address for all correspondence from the employer to the applicant. Resumes will not be considered.

AN EQUAL OPPORTUNITY EMPLOYER/ADA EMPLOYER

All prospective employees are subject to a criminal background check