

NOW ACCEPTING APPLICATIONS: NUTRITION STAFF POOL

Marquette County – ADRC

Part-Time Positions | Starting Wage: \$12.85–\$13.97 per hour

Marquette County Human Services is building a **pool of part-time Nutrition Staff** to support our Elderly Nutrition Program.

Nutrition Staff help provide meals and services to older adults throughout Marquette County. Depending on program needs, staff may assist with **meal delivery, senior dining sites, or both.**

This is a great opportunity for someone who enjoys working with people, serving the community, and making a difference in the lives of older adults.

What You'll Do

Nutrition Staff may be responsible for:

- Delivering meals to Senior Dining Sites and older adults receiving home-delivered meals.
- Safely handling, transporting, serving, and storing meals in accordance with food safety guidelines.
- Assisting with the daily operation of Senior Dining Sites, including set-up, meal service, and clean-up.
- Maintaining clean, safe, and orderly dining and kitchen areas.
- Welcoming and assisting senior dining participants and providing friendly, respectful service.
- Recruiting, instructing, and working with volunteers during meal service.
- Maintaining accurate attendance, meal delivery, donation, volunteer, and other program records.
- Communicating participant concerns or changes in condition to appropriate program staff.
- Connecting participants with available community resources when needed.
- Communicating dining site changes, closures, and other program information to participants.
- Assisting with activities, programs, outreach, and special events for older adults.
- Following confidentiality, safety, sanitation, and program requirements.
- Using a computer for time reporting, communication, and required training.
- Driving safely and responsibly when transportation is part of the assigned duties.
- Performing other duties as assigned to support the Elderly Nutrition Program.

What We're Looking For

- High school diploma or GED required.
- Related experience working with older adults, food service, transportation, or community programs is preferred.

- Valid Wisconsin driver's license and reliable transportation.
- Ability to obtain required First Aid/CPR and food sanitation certifications, depending on assigned duties.
- Strong communication and organizational skills.
- Ability to accurately complete records and reports.
- Ability to work well with volunteers, coworkers, and program participants.
- Patience, dependability, and a positive attitude when working with older adults.
- Ability to recognize and report concerns involving program participants.
- Successful completion of required background checks.

Make a Difference in Your Community

Our Nutrition Program provides an important connection between older adults and their community. Whether you're delivering a meal to someone's home or helping create a welcoming environment at a dining site, **your work helps ensure older adults have access to nutritious meals, social connection, and valuable community resources.**

Part-time positions do not include county benefits.

HOW TO APPLY

Complete a **Marquette County Employment Application**, available online:

[Marquette County Employment Opportunities & Application](#)

Questions? Contact Administration:

 **608-297-3084**

 mzuehls@marquettecountywi.gov

 **Preference will be given to applications received by Friday, September 11, 2026.**

Marquette County is an Equal Opportunity Employer.