

## Senior Nutrition Assistant Director (Senior Nutrition Program) Senior Services for South Sound



Opening Date: 6/16/2026  
Closing Date: Continuous – Open until filled.  
Department: Senior Nutrition  
Job Type: Non-Exempt, 1.0 FTE – **40 hours per week**  
Salary: New hires start at a firm range of **\$26.00–28.00 per hour**. This position is a Step 3 on the internal salary schedule, which has a range of \$21.45–32.84/hour. An opportunity for a wage increase is based on passing the first six months, engaging in the annual evaluation process, demonstrating satisfactory job performance, the availability of budgetary funds, and other market factors.  
Benefits: *For regular employees working 20 or more hours per week:*  
Insurance: Medical, vision, dental, and life insurance are available on the first day of the month after 60 days.  
Paid vacation: Accrued proportional to hours worked and based on seniority, i.e., a 1–2-year employee working 40 hours/week will accrue approximately 8 hours per month.  
Paid holidays: 12–13 paid holidays if their normal schedule would have them working on that day.  
Paid personal day: 1 paid personal day within a fiscal year after the first 6 months.  
Retirement: If expected to earn \$5k in compensation per year, a tax-deferred Simple IRA with company matching up to 3% of gross is available.  
Pet Insurance: available to all employees.  
Employee Assistance Program: available to all employees.  
Paid sick leave in compliance with WA state standards.  
Location: Headquarters in Olympia, report to Olympia, WA

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**Senior Services for South Sound is looking for a full-time, Senior Nutrition (SN) Assistant Director based out of Olympia for 40 hours per week. This ideal person works closely with the SN Director to train kitchen staff and volunteers to meet the WA food safety code and the SN program federal program standards, fills in for kitchen staff as necessary, oversees raw food budgets and cost control, helps develop menus and standardized recipes, plans and implements catered events, and fills in for the SN Director when instructed. Join an amazing team and help us drive our Senior Nutrition goals in support of our organization's mission and exciting growth!**

Senior Services for South Sound is a highly mission-driven 501(c)(3) organization dedicated to enhancing the quality of life for people as they age. While the focus is on delivering great service to seniors, our organization is filled with caring, thoughtful people who have a lot of fun and heart. As a diverse organization that values integrity, inclusion, respect, results, and service excellence, we are a positive culture where employees are engaged, empowered, and appreciated.

Moreover, we offer awesome **benefits!**

- *Medical, Dental, Vision, and/or Life* if working 20 hours or more per week and employed for 60 days;
- *Sick Leave* in proportion to the FTE, with up to 8 hours in a calendar month and no less than 1 hour for every 40 hours worked;

- *Paid Vacation* if working 20 hours or more per week, accrual beginning on day 1 of employment at the 1-year level of service, which provides up to 8 hours per month, is proportional to hours worked, and can first be taken after 6 months of employment;
- *1 paid personal day*;
- *12-13 paid holidays* if normally scheduled to work on such days;
- *Retirement*: if expected to earn \$5k or more in the calendar year, the employer will match the employee's contribution, dollar for dollar, up to 3% of the employee's gross annual salary in a Simple IRA;
- *Pet Insurance* is available to all employees; and
- *Employee Assistance Program*.

### **What you will be doing:**

We're looking for an **Assistant Director in the SN program** working **40 hours a week** to assist the Director and support kitchen teams in all things related to Senior Nutrition, and to perform other cleaning and organizing duties as assigned.

### **Key outcomes:**

The SN Assistant Director:

- Assists with SN daily operations in compliance with the Older Americans Act (OAA), federal standards, WA Food code regulations, and organizational policies and procedures.
- Assists SN Director in training SN staff and volunteers and managing raw food budget while working extremely well with others.
- Assists SN Director in executing SN strategic initiatives and revenue-generating projects, works with the Registered Dietician/Nutritionist, and collaborates with other community and organizational groups as needed.
- Is an active member of the WA Association of SN Programs, Meals on Wheels American and other advocacy groups to promote/represent the organization.
- Maintains deep working understanding of all SN job descriptions, the organization's mission statement, and LMTAAA SN Program Standards, and clearly communicates any irregularities within these areas to the SN Director for follow-up.
- Assists with data entry and management and other administrative support as needed.
- Stays active as the CFPM or ServSafe member and fills in for kitchen staff as needed.
- Participates in mandatory staff meetings and trainings, primarily held in Olympia, as required.
- Assists with fundraising events as required.
- Performs other duties as required.

### **What you will bring:**

- Possesses or obtains within 30 days employment a current Food Handler's permit, Certified Food Manager/ServSafe and CPR/AED/First Aid/Bloodborne Pathogen certification;
- Associate's degree or higher in culinary arts or related field and 2 years or more experience in food service management including at least 1 year in supervisory role; or
- 5 years or more experience in culinary arts or food service industry including at least 1 year in supervisory role;
- Demonstrated experience recruiting, training, and providing job recognition for staff and volunteers;
- Experience implementing and maintaining food safety practices and regulations; and
- Reliable personal vehicle, valid WA State Driver's license/auto insurance.

### **Preferred:**

Applicants who also possess the following *may* receive additional consideration from the hiring manager:

- Culinary Arts Program graduate or related certification or experience.
- Current certified Food Manager/ServSafe.

**KSAs:** food production, principles and processes for providing customer and personal services, time management, working effectively and collaboratively with a wide variety of people, including older adults, staff members, volunteers, people with disabilities, and minorities, quality control analysis, information ordering, and oral comprehension.

***Candidates may request a complete position description at any time.***

### **Why work at Senior Services for South Sound?**

We're committed to enhancing the quality of life for people as they age and having fun doing it. With a culture of inclusion and positivity, the goal of enriching the lives of seniors is powered by dedicated, inspiring people delivering programs such as Brighter Days Adult Day Program, Meals on Wheels, Senior Community Dining, Senior Transportation, Supportive Services, Health, and Wellness Programs, Adult Learning, Independent Living, and activities and classes featured at our two centers. Moreover, we believe in supporting and taking care of our employees, offering medical, retirement, and paid vacations to eligible employees. Apply with your **cover letter, resume or CV**, and **3 professional references** today!

*\*The hiring authority may make a hiring decision at any time. Initial screening will begin on 6/16/2026. It is to the applicant's advantage to submit materials as soon as possible and request a complete job description. The candidate pool certified from this recruitment may be used to fill future similar vacancies for up to six months. \*\*Senior Services is an equal opportunity employer and does not discriminate based on age, sex (including gender identity), marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, or any other status protected by law. **Background and reference checks will be completed before a new hire's start date, but no sooner than after Senior Services has initially determined that an applicant is otherwise qualified for the position.** If you require a reasonable accommodation to participate in the hiring process, please contact Human Resources to start the interactive process.*

### **Contact:**

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