**JOB OPENING**

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| **JOB TITLE** | **Nutrition Assistant-Home Delivered Meals- Senior Division** |
| **POSTING DATE** | 11/25/2026 |
| **CLOSING DATE** | **Open until filled.** |
| **DEPARTMENT/DIVISION** | Special Services/Senior |
| **EMPLOYEE GROUP** | General |
| **EMPLOYMENT STATUS** | Part-time/Temp |
| **START DATE & WORK SCHEDULE** | ASAP<br>20 hours per week, Monday – Friday, 8:30 a.m. to 1:00 p.m. |
| **PAY RATE** | $14.00 - $15.50 per hour |
| **PREVIOUS WORK EXPERIENCE** | Some experience with older adults helpful. |
| **EDUCATION:** | High school Diploma or equivalent preferred. |
| **SPECIAL SKILLS & TRAINING** | Must be organized and able to communicate effectively with kitchen staff. Must have ability to follow directions. Must be able to multi-task, attend to details. Basic computer skills required. |
| **BASIC RESPONSIBILITIES** | Works with volunteers and staff to set up meal delivery. Manage routes, schedule volunteer drivers, create route sheets, and daily reports. Communicate effectively with families, caregivers and older adults. Other duties as assigned. |
| **HOW TO APPLY** | All candidates must complete a City of Farmington Hills employment application. Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Applications are also available at the Costick Activities Center (28600 Eleven Mile Road). Please email the completed application and supporting documents to hr@fhgov.com or in person to the HR Department for consideration. |

***EQUAL OPPORTUNITY EMPLOYER***