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# TOWN OF GUTTENBERG

“THE HIDDEN GEM OF NORTH HUDSON”

MUNICIPAL BUILDING  
6808 PARK AVENUE  
GUTTENBERG, N.J. 07093



201-868-2315

## TOWN OF GUTTENBERG

### PART-TIME

## SENIOR NUTRITION PROGRAM COORDINATOR

**PART-TIME SENIOR NUTRITION PROGRAM COORDINATOR** – The Town of Guttenberg is seeking a part-time Senior Nutrition Program Coordinator under the direction of the Director of Senior Services. Excellent organizational skills and attention to detail are essential for this position along with the ability to multitask efficiently and effectively in a high activity work environment. Candidate must be customer service oriented and possess the ability to establish and maintain effective working relationships with employees, officials, vendors and the general public. Duties include but are not limited to coordinating, preparing, and distributing nutritional meals on a daily basis as well as assisting with public outreach as directed. Qualified candidates must be self-motivated with excellent communications, clerical, organizational and computer skills.

Successful applicant may be required to attend specialized classes to enhance job knowledge and proficiency. Salary will be commensurate with the salary ordinance. Completed applications and resumes must be submitted to Dr. Cosmo A. Cirillo, Town Administrator, 6808 Park Avenue, Guttenberg, NJ 07093 or electronically to [ccirillo@myguttenberg.com](mailto:ccirillo@myguttenberg.com) no later than Friday, March 7, 2025. Position open until filled. The Town of Guttenberg is an Equal Opportunity Employer.

Job Post Opening: February 27, 2025

Job Post Closing: March 7, 2025