



JOB DESCRIPTION

Job Title: Senior Center Aide-Part Time	Step: 1
Department: Area Agency on Aging	Grade: 1
Effective Date: November 2014	
Revision Date: November 2014	FLSA Status: Non-Exempt/Safety Sensitive

General Purpose

Provides assistance to the center director and cook.

Supervision Received

Works under the general direction of the Aging Director or her agent and the Senior Center Director.

Essential Functions

- Assists cook with preparation and serving of meals and cleanup.
- Cleans (vacuum, dust, windows, etc.) senior center.
- Yard maintenance.
- Assists Center Director with coordination of activities.
- Assists with transportation services including driving and washing buses.
- Assists and works with senior citizens.
- Performs other related duties as required.

Minimum Qualifications

- Graduation from high school. (Preferred)
- Experience in above related duties.
- Must be at least 18 years of age.
- Must possess current valid Utah driver's license.
- Must pass an official defensive driving course.
- Must have or be able to obtain a food handler's permit.
- Skill in basic math.
- Knowledge of food preparation techniques.
- Ability to use kitchen equipment, ovens, and machines.
- Knowledge of food service sanitation, food storage, and inventory procedures.
- Ability to observe multiple activities and quickly identify problems.

Requirements for Employment

- Equivalent to a high school diploma; and one (1) year of experience in professional food service.

- Preference may be given to applicants with experience in institutional food service.
- Applicants receiving a conditional offer of employment will be required to show an original social security card and submit to a pre-employment drug screen and additional background checks as required.

Work Environment

Considerable standing, bending and crouching. Working in unusual weather conditions and some unconventional working hours. Subjected to dust, dirt, asphalt, grease, oils, dampness, fumes, heat, pollens and organic materials. Must be able to lift 50 pounds to waist.

Working Hours:

This is a part-time position. There are no guarantees of a specific number of hours. Hours can vary according to scheduling. Every effort will be made to keep hours below 29 per week.

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