JOB DESCRIPTION

SENIOR AIDE

Department:	Athletics & Leisure Services	**Classification/Grade:**	Part Time
Division:	Senior Services	**FLSA Status:**	Non-Exempt
Reports to:	Senior Services Supervisor	**Safety Sensitive:**	No
		Bargaining Unit:	Non-represented
		Date Approved:	2002

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Assist in the preparation and serving of all meals and the overall cleanliness and look of the Senior Center.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Assist in the preparation, serving control of meals, and serving of all meals for seniors.
3. Prepare homebound meals at designated times.
4. Responsible for the day to day cleanliness of the Senior Center by cleaning work area, including floors, stove top, and ovens daily, refrigerator and walk-ins weekly, performing light facility maintenance and custodial duties including, but not limited to lifting, sweeping, disposing of waste, vacuuming, and washing windows.
5. Assist and/or monitor various programs/activities in arts and crafts and promote neighborhood and community recreation events.
6. Compile simple written records related to assigned programs or facility.
7. Assist in enforcing Senior Center policies to the patrons.
8. Be dependable and meet acceptable attendance requirements at all times.
9. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS:

A. May be required to fill in as Transportation Driver and periodically provide homebound meal delivery to seniors 60 years of age and older who are disabled, maintain passenger, temperature of meals and safety inspections records, fuel and clean vehicle as needed; Maintain confidentiality of clients served.
B. Perform other related duties as assigned.

QUALIFICATIONS:

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Food services facilities, equipment, operation and program services.
- Kitchen safety practices, procedures and rules.
- Nutrition and social needs of older adults.
- Pertinent local, State and Federal laws, ordinances and rules.
- Health and safety procedures.

- Good communication techniques and skills

Ability to:

- Read, write, and speak the English Language at a level necessary for efficient job performance.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Work a flexible schedule which will include some evenings, weekends, and holidays.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High School diploma or G.E.D.

Experience: Experience in the preparation of meals preferred.

Training: Current standard First Aid and CPR Certification, or ability to possess within six months

License or Certificate: Must possess at the time of employment and continuously throughout employment; a valid driver's license, and, a current Clark County Health District Food Handler Health Card.

WORKING CONDITIONS:

Work is performed under the following conditions:

Physical Requirements:

Work is generally performed in an office or outdoor environment. Physical exertion is present due to frequent bending, reaching, kneeling, walking, sitting, climbing, twisting or standing for prolonged periods of time; general manual dexterity required; audiovisual and linguistic acuity requirements. Travel to off-site facilities. Work a flexible schedule, depending on programs needs, including working evenings, weekends and shifting assignments. **Respond physically to emergencies quickly and appropriately; lift, move, set up and remove tables, chairs, and supplies weighing up to 50 pounds.**

Job Hazards/Risk factors:

Employees risk physical hazard from working around hot equipment stoves, ovens and slippery floor surfaces.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
April 04 ~ July 08(Grade) ~ September 09 (License) ~ December 10 (updates)
January 11(update) ~ July 2011 (Department)
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