

POSITION DESCRIPTION

Title: Center Assistant (Part-Time)

Department: Council on Aging

Date: June 2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Council on Aging Coordinator, Center Manager

Subordinate Staff: None

Internal Contacts: Center Volunteers

External Contacts:

Status: Classified/Non-Exempt (302)

Job Summary

Assist center manager with interviewing and qualifying clients for homebound and congregate program. Follow proper food procedures in packaging and delivering of meals. Assist center manager in serving congregate meals, record keeping and planned activities. Act as a relief person for center manager when he/she is absent. Provide driver support for homebound meal program. Attend meetings as needed. Answer telephone and provide information as needed. Provide support in the daily operations of the Center.

Job Domain

A. Preparation of Meals

1. Follow proper food procedures.
2. Follow proper packaging procedure.
3. Ensure meals are delivered in timely manner.
4. Assist distribution of congregate meals.

B. Assist Center Manager

1. Assist and coordinate activities for participants.
2. Assist with reports and record keeping.

3. Greet and assist participants.
4. Deliver Homebound meals.

C. Information, Assistance and Outreach

1. Provide information to participants.
2. Help identify sources of assistance for participants needing services.
3. Seek out and identify hard to reach persons and assist them in gaining access to needed services.

Knowledge, Skills, and Abilities

1. Knowledge of proper food handling procedures.
2. Knowledge of principles and procedures of record keeping.
3. Ability and willingness to learn departmental programs, policies and procedures.
4. Ability to deal with the elderly and general public in a courteous and polite manner.
5. Ability to follow written and oral instructions.
6. Establish and maintain cooperative working relationships with those in course of work.

Minimum Qualifications

1. Must have own transportation.
2. Must possess and maintain valid driver's license and be insurable by the County's insurance standards.
3. Must maintain a good driving record.
4. Must maintain personal liability insurance.
5. Be willing and available to attend training related to job.
6. Be responsible for keeping accurate time sheets.