

SAN JUAN COUNTY JOB DESCRIPTION

Department: Area Agency on Aging

Title: Senior Center Aide

Entry Grade: Grade 1, Step 1

Entry Salary: \$9.26/Per Hour

General Purpose:

Provides assistance to center director and cook.

Supervision Received:

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

Examples of Duties:

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

Minimum Qualifications:

- \$ 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;

Working Conditions:

Considerable sitting, 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 the 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.