



City of Moody Job Description

JOB TITLE: Senior Center Aide

DEPARTMENT: Senior Center

Job Description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.

GENERAL SUMMARY

To perform excellent customer service to the general public by answering routine questions, greeting guests, enforcing Senior Center rules, and crowd control. Assist in house-keeping around the Senior Center. This is a part-time, non-exempt, hourly position and will have no supervisory responsibility. There are no benefits associated with this position.

SUPERVISION

Under the general direction of the Senior Center Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. While this is intended to be an accurate reflection of the current job, management reserves the right to revise this job description.

- Maintains knowledge of the Senior Center operations and rules.
- Adhere and comply with the City of Moody Policy and Procedures Manual.
- Welcome guests at the Senior Center in a friendly and professional manner.
- Assist in Homebound meal preparation and serving congregate lunch.
- Assist in monitoring and enforcing policies set by department in the event of threatening weather.
- At all times, conducts themselves in a professional manner to reflect positively on guest's perception of the facility and City of Moody.
- Promotes a teamwork environment; assists co-workers when necessary.
- Maintain work, time, and material records.
- Helps to maintain facility cleanliness by performing such duties as: washing windows, cleaning kitchen counters, clean coffee pot, wiping out the refrigerator, sweeping, mopping and emptying trash cans. Assists other staff when needed.
- Perform special projects and other duties as assigned.
- Assist the Senior Center Director as needed.

MINIMUM JOB REQUIREMENTS

Previous customer service experience desired

Safe Work Practices

Completing required forms

Pass a drug test and criminal background screening

LICENSES AND CERTIFICATES

Possession of valid Alabama Driver's License or ID

EDUCATION & TRAINING

High School Diploma or equivalent

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Have the ability to show good character and integrity while providing and accepting supervision and guidance.

Must be able to work alone and use sound judgment.

Strong interpersonal skills.

Ability to work with the public

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following:

Climbing stairs/ladders

Walking, standing or sitting for extended periods of time and must be able to use a mop and push broom

Operating assigned equipment

Performing manual tasks for extended periods of time and in unfavorable weather conditions

Exposure to air contaminants, noise, vibration, and temperature extremes

Occasionally lift, move, carry and push/pull objects weighing up to 50 pounds

I hereby acknowledge receipt and acceptance of the job description by signing my signature below.

Employee Name

Date