

South Jordan City

Job Description

Title:	Senior Program Aide	Effective Date:	2/1/16
Budget Code:	100250	FLSA:	Non-Exempt
Pay Grade:	S-5	Workers Comp:	Municipal

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Monitor food deliveries, dining room set up, and food services for congregate meals. Perform a variety of administrative support and assist with senior programs and activities as needed.

SUPERVISOR

Associate Director

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Ensure proper food sanitation procedures are adhered to. Monitor temperature of food until serving time. Ascertain that the correct number of meals are delivered.

Monitor daily set-up and clean up of dining room and kitchen area. Periodic clean up is scheduled for all kitchen and storage areas. Ensure pantry area is clean and appliances are unplugged before leaving.

Keep daily written reports on food temperatures.

Work with Senior Program Manager and Senior Program Assistant to effectively implement a variety of activities for all ages of senior citizens specific to their desired level of activity.

Work daily with the senior population, some of which may have special needs, to assist in center activities.

Operate telephone equipment, receive, respond to and direct incoming telephone calls, direct calls accordingly.

Direct clients and visitors to proper activity/event locations.

Transport patrons to approved destinations using a City vehicle, when needed.

Respond to patrons in a courteous manner.

Follow instructions given by supervisor or designee.

Assist with breakfast and lunch preparation, service, and cleanup.

Assist with the setup and take down of breakfast and lunch tables, chairs, and beverage station as needed.

Inventory supplies monthly and prepare month-end orders.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. One (1) year of experience performing above related duties;

2. Special Qualifications

Valid Food Handlers Permit, or be able to obtain one upon employment.

Valid Utah Class D Driver License

Valid First Aid and CPR Certification within 6 months of hire

3. Knowledge, Skills and Abilities:

Knowledge of kitchen equipment and food handling experience.

4. Working Conditions:

Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Ability to lift up to 40 pounds. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, critical thinking.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Part Time	EEO-4 Class:	Serv/Maint
Location:	Senior Programs	EEOP Class:	n/a
Group/BU:	Part Time Pay Plan	Tech-Net Match:	