

CITY OF IRWINDALE

SENIOR CENTER AIDE

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direct supervision, performs a variety of duties and responsibilities in support of Senior Center activities; provides assistance to senior center staff in areas such as the onsite meals program, delivery of meals to the homebound, senior transportation, and other program activities and services; and performs related work as required and assigned.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs a variety of basic support services for senior center staff in areas such as answering phones, decorating the facility, assisting with the onsite meals program, delivering meals to the homebound, and supporting other program activities and services.
2. Sets up daily coffee service; replenishes paper goods, milk, and or juices.
3. Cleans, washes, and stores kitchen equipment such as warmers, trays, pots, and pans; operates dishwasher; disposes of garbage.
4. Wipes and arranges tables and chairs.
5. Takes and documents temperature of all foods.
6. Checks in participants; serves and distributes meals.
7. Counts, packs, and separates appropriate menu items in containers, provides guidance to volunteers packaging meals, assists in preparing route list, counts meals for delivery route, and assists driver with loading meal carriers on vehicles.
8. Delivers food to homebound seniors in the community.
9. Stores supplies upon delivery; monitors inventory of supplies.
10. Transports passengers to various locations while driving an assigned City van.
11. Physically assists passengers on and off vehicles; operates a vehicle wheelchair lift.
12. Records daily log of transportation, mileage, and repairs; completes various reports as needed.
13. May assist in registering patrons for programs and rentals, collect fees, and reconcile monies received.
14. May be assigned to work field trips.
15. May substitute for program volunteers who do not appear for assignment.
16. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

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Knowledge of:

Office procedures, methods, and equipment including computers and applicable computer applications.
English usage, spelling, grammar and punctuation.
Basic principles and practices of filing.
Basic telephone answering skills.
Basic safety rules.
Basic math.
Methods and techniques of first aid and CPR.
Appropriate safety precautions and procedures within the area of assignment.
Health standards of food safety and kitchen sanitation.
Office procedures, methods, and equipment including computers and applicable software applications.
Customer service principles and practices.

Ability to:

Perform a variety of clerical duties.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Apply safe food handling practices.
Perform routine housekeeping and food service duties.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Experience in leisure activities or food service is desirable.

License or Certificate:

Possession of an appropriate, valid driver's license.
Possession of, or ability to obtain, certification in basic first aid and CPR.
Possession of, or ability to obtain a valid Food Handler Certificate within 30 days.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed primarily in a standard office and senior center environment; travel to different locations; incumbents may be required to work extended hours including evenings and weekends.

Physical: The employee is regularly required to stand, sit, walk, talk and hear, in person and by telephone; lift, straighten, and move tables and chairs and/or equipment to arrange facilities for special events and/or meetings. Employee may also occasionally lift, move, and carry objects weighing up to 40 pounds. Finger dexterity and light grasping is required to handle, feel, and operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally bends, stoops, lifts, and carries records and documents, typically weighing less than 20 pounds. Sensory demands include the ability to see within normal range, and

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talk, and hear, and use electronic touch keypads. The noise level is moderate, typically below 70 decibels.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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Ralph Andersen & Associates