



CITY OF TEMPLE, GEORGIA Job Description

Job Title: Senior Center Assistant
Department: Senior Center
Pay Grade: 11 non-exempt

Major Function and Purpose: The Senior Assistant is a full-time FLSA non-exempt position. The Assistant will perform all duties herein described at the discretion of the Senior Center Director and City Administrator.

Supervision Received: Work is performed under the general supervision of the Senior Center Director.

Essential Job Functions

- Assist in preparing and serving meals
- Responsible for assisting in the maintenance and cleanliness of the kitchen and related facilities
- Assists in the inventory and proper maintenance of food storage areas; dating all food items in the storage room
- Assists with unpacking, labeling, storing, and rotating food and disposables
- Responsible for keeping the contents of coolers and freezers up to date
- Assist with stock inventory management
- Delivers meals daily
- Drives bus as needed
- Responsible for taking Senior Center vehicles for servicing and maintenance
- Performs related duties/work as required

Desired Education and Knowledge

- High School Diploma/GED
- Basic knowledge of office equipment and machines, including personal computers
- Should have the ability to edit and write documents and have basic computer knowledge and skills required with Windows or other Microsoft Office products (Word, Excel)
- Valid Georgia Driver's License
- Clean MVR

Desired Skills and Abilities

- Basic Computer skills
- Written and oral communication
- Exceptional customer service
- Software applicable to work assigned
- Exercise independent judgment by following established policies and practices
- Deal tactfully and courteously with the public and fellow employees
- Edit, proofread, and meet standards for quality reports, forms, and internally and externally distributed materials
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(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS



Physical Requirements: Must be physically able to operate a variety of automated office machines, which include computers, printers, fax machines, copy machines, telephones, etc. Must be able to move, and carry objects, or materials. Must be able to exert up to twenty pounds of force occasionally and/or up to ten pounds frequently.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

Intelligence: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments without supervision; to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, explain procedures, and follow verbal and written instructions.

Motor Coordination: Requires the ability to coordinate hands and eyes using automated office equipment to operate motor vehicles.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. The worker needs to relate to people in situations involving more than giving or receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear: (talking- expressing or exchanging ideas employing spoken words.) (Hearing- perceiving natures of sounds by ear.)

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and the requirements of the job change.