

Kane County

Job Description



Job Title: Office Clerk/Staff Assistant	Job Code: 192
Division: Senior Center	Effective Date: 09/01/19
Department: Council On Aging/Commission	Last Revised: 09/01/19

GENERAL PURPOSE

Performs a variety of **support duties** assisting to maintain the day-to-day operations of the senior center. Performs cooking, driving and clerical duties to meet staffing demands.

SUPERVISION RECEIVED

Works under the direct supervision of a Senior Center Director and Assistant Director

ESSENTIAL FUNCTIONS

Assists to implement and monitor policy and procedure compliance for center operations and programs; ensuring adherence to established schedules and policies. May assist to oversee special events and various functions of the Senior Center and coordinate the planning and scheduling of activities in conjunction with the Activities Director. Performs general office and clerical duties. Regularly contacts patrons for lunch needs, scheduling and welfare checks. Assists with front desk duties including: greeting patrons, answering inquiries via phone and in person. Other office work and duties as needed.

Assists in monitoring of kitchen, food and housekeeping supplies. Communicates with Food Safety Manager and other workers. Assists in preparation of main dishes, salads, sides, desserts and drinks. Assist in maintaining a neat and clean kitchen, dining and storage area. Ensures that all foods, dishes, cooking utensils are properly stored at all times. Informs Food Safety Manager when low on food supplies and materials. Required to go to meetings pertaining to nutrition and health at the request of Food Safety Manager or Director. Assists in maintaining cleanliness of all food contact surfaces and kitchen equipment.

Assists participants throughout the day and helps with transportation and meal service on an as needed basis. May operate multi-passenger and meal delivery vehicles as needed to provide transportation services or meals to the aging residents of Kane County. Assists in ensuring proper function of vehicle equipment including safety belts, light, horns, windows, locks, tires, fuel and other fluid levels. May operate "Meals on Wheels" truck in the absence of delivery driver, which includes the following duties: deliver meals to designated clients in a timely manner, monitor and ensure proper food temperatures throughout the delivery time, documents food temperatures, keeps mileage records, receives checks and/or cash donations and returns to Assistant Director after delivery route is completed. Keeps vehicle clean to ensure health and sanitary conditions.

Keeps miscellaneous daily, weekly, and monthly logs as assigned. Observes participants daily health and any behavioral changes and discusses any concerns with Director and/or Assistant Director.

Performs other duties as assigned and requested by the Director and/or Assistant Director.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school or GED; combined with sufficient education to demonstrate an aptitude or ability to perform the above or related duties.

AND

- B. Two (2) years of experience performing above or related duties;

OR

- B. An equivalent combination of education and experience.

2. **Required Knowledge Skills and Abilities:**

Working knowledge of menu development; food service process and procedures associated with meal preparation; English grammar, spelling and general writing techniques; telephone etiquette; various types of kitchen equipment and their uses; record keeping systems and procedures; various computer program applications, i.e., MS Word, MS Word, Excel, etc. **Some knowledge** of first aid, safety standards, sanitation standards and food born diseases. The operation of high occupancy vehicles, safety regulations and maintenance.

Ability to establish effective working relationships with supervisors, co-workers, senior citizens and handicapped individuals. Ability to exercise safety and precautionary measures while driving and while operating equipment within the facility. Ability to communicate effectively in writing word and verbally.

3. **Special Qualifications:**

Must possess a Utah State Food Handlers Permit or have the ability to obtain within one (1) month from date of hire. Must possess a valid Driver License. Must be CPR and First Aid Certified, or have the ability to get certified. May be required to become "Serv Safe" Certified.

Must pass Criminal History Background Check, including clean driving record. Must be willing to take and pass a pre-employment drug screening test.

Must maintain cleanliness in appearance and person. Must adhere to Kane County Code of Conduct at all times during business hours.

4. **Work Environment:**

Tasks require variety of physical activities, occasionally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting. Talking, hearing and seeing essential to performance of daily duties. Periodic lifting of up to 50 lbs. is common. Typical limb dexterity is needed. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in the normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)