**JOB OVERVIEW**

- **Job Title**: Senior Center Aide  
- **Department**: Senior Center  
- **Location**: Senior Center  
- **Reports To**: Community Services & Recreation Director  
- **FLSA Category**: Non-Exempt  
- **EEOC Category**: Service and Maintenance  
- **Pay Group**: Part-Time  
- **Pay Range**: $15 - $20

**GENERAL JOB DESCRIPTION**

Performs a variety of duties and responsibilities in support of Senior Center activities; aid senior center staff in areas such as the onsite meals program and other program activities and services; performs related work as required and assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

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, and supporting other program activities and services.

Set up daily coffee service; replenishes paper goods, milk, and/or juices.

Assist with food orders, food order shipments, and monthly inventory of Senior Center supplies and needs.

Assist in unloading shipment of foods and supplies that are needed in the kitchen.

Adhere to all food handling, food service, and safety and sanitation standards.

Cleans, washes, and stores kitchen equipment; disposes of garbage.

Assist setting tables, removing dirty dishes, disposing of waste materials, and restocking inventory.  
Assist in moving and arranging furniture and equipment and setting up areas and rooms for special events or activities.
Check in participants; serves and distributes meals.
May be assigned to work field trips.

Promotes positive public relations with seniors, family members and guests.

Uses tactful, appropriate communication in sensitive and emotional situations.

Acts appropriately in workplace and adheres to dress code.

Attends all mandatory staff meetings.

Keeps accurate records of all seniors being serviced.

Follow third party program guidelines (VNA, Area Agency on Aging, and Grant requirements).

Possession of valid driver’s license

**EDUCATION & EXPERIENCE**

High School Diploma or GED

One (1) year of experience preferred.

**LICENSES & CERTIFICATES**

Texas Food Handler Certificate required within 90 days of hire.

*Failure to obtain appropriate certification will result in non-disciplinary termination.*

**KNOWLEDGE, SKILLS & ABILITIES**

**Knowledge of:**

- English usage, spelling, grammar, and punctuation.
- Customer service principles and practices.
- Basic safety rules.
- Needs and problems of the elderly.
- Sanitation and health standards.
- Knowledge of safe food handling practices.
- Records management skills.

**Ability to:**

- Understand and follow verbal and written instructions.
- Communicate clearly and concisely, both orally and in writing.
Complete forms and paperwork.

Complete routine and repetitive tasks.

Perform routine work independently.

Perform physical work associated with general duties. Interact with staff, senior citizens, and the public positively and pleasantly.

Establish and maintain effective working relationships with the public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.