

SENIOR PROGRAM ASSISTANT

Department: <u>Leisure Services</u>	Classification/Grade: <u>10</u>
Division: <u>Senior Services</u>	FLSA Status: <u>Non-Exempt</u>
Reports to: <u>Leisure Services Superintendent</u>	Date Approved: <u>July 2011</u>

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Under the direction of the Leisure Services Superintendent, performs responsible food service functions, assists in the delivery of programs and services, and performs related duties as required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Outreach; seek out and identify seniors 60 and older with limited activities of daily living and/or low income seniors and assist them in accessing needed services.
3. Assist in record keeping and maintaining files.
4. Prepare homebound meals at designated times.
5. Assist in food preparation, setup serving of meals and/or clean up.
6. Assist in portion control of meals for seniors.
7. Deliver homebound meals when necessary.
8. Provide rides to senior citizens in special circumstances.
9. Maintain necessary sanitary controls for good food handling procedures.
10. Clean work area, including floors, stove top, and ovens daily, refrigerator and walk-ins weekly.
11. Assist in the overall cleanliness of the facility.
12. Assist in planning, organizing, scheduling, and leading programs, services, and recreational/social activities.
13. Carry out City and department policies.
14. Answer telephone, assist at front desk, and handle citizen complaints, inquiries and requests.
15. Cash receipt and reconcile cash drawer. Make receipts and deposit monies as required.
16. Coordinate and work with other department agencies, clubs and organizations.
17. Assist in preparing new releases, brochures, and informational material.
18. Be dependable and meet acceptable attendance requirements at all times.
19. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS:

- A. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Food services facilities, equipment, operations and program services.
- Food safety and kitchen safety practices, procedures and rules.
- Meal preparation; including nutritional and health issues related to food.
- Effective interaction with people.

Ability to:

- Establish and maintain effective working relationships with the employees
- Follow written and oral instructions.
- Plan, organize and supervise various services, programs and recreation activities.
- Interact effectively with diverse groups.
- Speak, write and understand Spanish is desired.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

- Education: High School diploma or G.E.D.
- Experience: Previous one (1) year experience in preparation of meals
- Training: Current standard First Aid and CPR Certification, or ability to possess within six months.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid driver’s license, and, a current Clark County Health District Food Handler Health Card.

WORKING CONDITIONS:

Work is performed under the following conditions:

Physical Requirements:

Work is generally performed indoors in a climate controlled environment. Employee is subject to high level of public contact. Physical exertion is present due to frequent bending, reaching, kneeling, walking, sitting, twisting or standing for prolonged periods of time; general manual dexterity required; audiovisual and linguistic acuity requirements. Must be sufficiently active to perform physical duties of job including operating and using commercial kitchen equipment, pots, pans, products, etc. Must carry/lift/push or pull loads of up to 25 lbs.

Job Hazards/Risk factors:

Employees risk physical hazard from working around hot equipment stoves, ovens and slippery floor surfaces.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
September 2005
July 2008 (Grade)
March 2010 (Drivers License)
July 2011 (Department)