



# CITY OF INGLESIDE JOB DESCRIPTION

## Senior Center Aide

**Department:** Recreation  
**FLSA Status:** Non-Exempt  
**Effective Date:** 05/13/2020  
**Pay Grade:** 2

### POSITION SUMMARY

Performs human support work providing food services and recreational programs and activities for senior citizens, and related work as apparent or assigned. Work is performed under the moderate supervision of the Director of Parks and Recreation

### QUALIFICATION REQUIREMENTS

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares and implements program activities and schedules developed for senior citizens.
- Plans and participates in teaching or other directional activities for activities; provides supplies.
- Serves meals and provides beverages as directed; maintains cleanliness of dining area; ensures sanitation protocols for food are utilized.
- Adheres to and maintains sanitation protocol for facility; cleans and ensures safety of participants and facility.
- Prepares and submits supply requests; maintains files and records.
- Complete assigned health and safety courses to create a safe work environment

### EDUCATION AND EXPERIENCE REQUIREMENTS

**Education** – High School Diploma/or GED

**Experience** –

**License or Certificate** –

Valid Driver’s License in the State of Texas

**Special Requirements**

Obtain State of Texas CPR, Health Card, and Food Handlers certification within three months

<b>Required Education</b>	High School Diploma/or GED
<b>Required Experience</b>	YES
<b>Combination OK?</b>	YES

### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- General knowledge of food preparation and service
- Ability to communicate effectively in oral and written forms

<b>Admin.</b>	Intakes and Reports
<b>Training:</b>	Food Handlers
<b>Programming:</b>	Planning

- Ability to relate to older adults and demonstrated special interests in the needs and desires of senior citizens
- Ability to complete reports and records accurately
- Ability to establish and maintain effective working relationships with associates, senior citizens, volunteers, and the public.
- Assists with special events as needed.

**PHYSICAL DEMANDS**

*The physical demands 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*

- This work requires the occasional exertion of up to 25 pounds of force
- Work regularly requires speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires standing, walking, stooping, kneeling, crouching or crawling, lifting and repetitive motions and occasionally requires sitting, climbing or balancing, tasting or smelling and pushing or pulling
- Work has standard vision requirements
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound
- Work requires preparing and analyzing written or computer data
- Work occasionally requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

<b>Weight</b>	10-25 lbs.
<b>Environment</b>	noisy
<b>Physical Activity</b>	Varies

**Personnel and Policy Handbook section 3-C**

*“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”*

*Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.*

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Employee Signature

\_\_\_\_\_  
Date