

City of Pell City
1905 1st Avenue North
Pell City, AL 35125
205-338-2244

VACANCY NOTICE

POSITION TITLE: Senior Center Assistant

JOB STATUS: Part-time

Starting Pay: \$13.25

ANTICIPATED START DATE: Following successful completion of background check and drug screen

SYNOPSIS: This is a nonsupervisory part-time position with the primary responsibility of assisting the Senior Center Manager with the daily activities required for support of senior programs and the operation of the Senior Center. Incumbent works under the general supervision of the Senior Center Manager.

QUALIFICATIONS:

- Must be a graduate of an accredited high school or hold a certificate of high school equivalency (GED);
- Must be at least 18 years of age;
- Must have experience interacting with the public in the development, maintenance, and operation of Senior Center Programs;
- Must possess a valid Alabama driver's license and a driving record suitable for insurability (or obtain within 60 days);
- Must be CPR/AED certified or get certification within 60 days;
- Must be willing to work non-standard hours;
- Must be physically able to perform the essential functions of the position;
- Must possess computer skills necessary to perform the essential functions of the position.

ESSENTIAL JOB FUNCTIONS

- Assist the senior center coordinator and assistant senior center coordinator with daily planned activities;
- Help prepare daily meals served to include the center and home bound;
- Ensure special safety and awareness of participants;
- Enforce safety and other regulations as they apply to the Senior Center;
- Assist with washing dishes, sweeping and mopping floors, wiping down tables daily;
- Assist with cleaning and sanitizing bathrooms daily;
- Clean windows, doors and other outside facilities weekly;
- Deliver home bound meals;
- Work a flexible schedule (weekends or nights) for special events and outings;
- Assist with class instruction for seniors. (i.e.– exercise class, art, bingo);
- Stand/walk for long periods of time;
- Lift up to 50 lbs occasionally;
- Perform other job-related duties as required;

KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of the senior center facilities capability and capacity;
- Extensive knowledge of the rules and regulations pertaining to senior center programs and events;
- Considerable knowledge of typical senior citizen programs normally sponsored by municipalities of similar size;

- Ability to explain rules, regulations, and expectations in a clear and unambiguous manner;
- Ability to resolve issues between participants and/or employees in a firm but calm manner;
- Ability to keep and maintain daily attendance records;
- Ability to monitor and maintain proper food temperature.

BENEFITS AVAILABLE FOR FULL TIME POSITION

- Retirement through RSA (with a City match)
- Direct Deposit

APPLICATION DEADLINE/PROCEDURE:

1. Complete application files must be received at the City Hall. This position will remain open until filled.
2. A complete file consists of:
 - A current City of Pell City employment application
 - Current resume [Note: Resume, when required, should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement]
3. The City of Pell City may extend the application deadline to ensure an adequate pool of qualified applicants. Applications received after the deadline or incomplete applications, will not be considered.
4. Applicant may be required to submit employment verifications from current and prior employers prior to job offer being made.
5. Application forms may be downloaded at our website: www.Pell-City.com or City Hall and should be returned to:

City of Pell City
Human Resources
1905 1st Avenue North
Pell City, AL 35125

Email: dhenderson@cityofpellcity.net Fax: (800)973-5698

Individuals selected as finalists will be invited for an interview. Applicants must travel at their own expense. If you have a disability and may require accommodations, please notify us at 205-338-2244.

WEBSITE: www.Pell-City.com

The City of Pell City is an equal opportunity employer. It is the official policy of the City of Pell City that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The City of Pell City will make reasonable accommodations for qualified disabled applicants or employees.