



Job Description

Job Title: Senior Center Aide

Department: Senior Center

Reports To: Senior Center Manager; Director

SUMMARY:

This employee assists in day-to-day operations of the Senior Center, assists with functions/events for Seniors, assists with general cleaning, maintenance, and safety inspections/repairs daily, and all other duties as assigned by supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES The following are not to be construed as an exclusive or all-inclusive listing of skills and abilities required to perform the job. Management may delegate other responsibilities as required.

- Inspects, cleans, maintains facility and grounds daily
- Interact with members and guests professionally and respectfully
- Assist with all functions, events, and day-to-day operations of facility as needed
- Perform basic receptionist duties and assist members and guests either face-to-face, by phone, online, or through email as needed
- Check Senior Center web page daily for current information and update as needed
- Perform other duties as assigned by the Senior Center Manager or Director

**The City reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

SUPERVISORY RESPONSIBILITIES: none

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

- High school diploma
- Valid driver's license
- CPR and Basic First Aid training required

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS QUALIFICATIONS: To perform this work successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must speak and read English
- Must be able to write legibly
- Must have basic computer skills
- Must be able to communicate and interact well with other staff and the public

PHYSICAL REQUIREMENTS: *Stressors associated with a job's physical setting, such as humidity, lighting, seating, sound (noise), temperature, etc.*

This position requires standing and sitting for long periods of time. It also requires the ability to squat, bend, stretch over your head, and lift up to 40 pounds. Working in a confined space and the repetition of movement is also a part of this job.

DATA CONCEPTION: *How to use and understand the usage of electronic devices.*

Requires basic knowledge of office equipment such as computers, phones, copy machines, etc.

INTERPERSONAL COMMUNICATION: *The communication between two persons. It is the process of developing a unique relationship with another individual by interaction and simultaneously sharing influence.*

Requires the ability to communicate with people to convey or exchange professional information.

LANGUAGE ABILITY: *To be able to write and speak with proper grammar and clarity in content.*

Requires the ability to speak effectively and clearly to converse with other employees and patrons.

REASONING ABILITY: *Process of forming conclusions, judgments, or inferences from facts or premises.*

Duties require the use of sound judgment and the ability to define problems and deal with a variety of variables in situations.

MOTOR COORDINATION: *Motor coordination can occur between subsequent parts of the same movement and movements.*

Requires the ability to utilize job-related equipment and databases in the course of accomplishing job duties and tasks associated with respective primary duties.

INTERPERSONAL TEMPERAMENT: *The aspects of an individual's personality.*

Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving and receiving instructions.

OTHER SKILLS AND ABILITIES: *Does employee have any Certificates of training, awards, diploma, etc.?*

Requires the ability to learn to use the equipment, procedures, and software that pertain to the center with skill and efficiency.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Requires working in a confined space;
Requires working outdoors at times.

CERTIFICATES, LICENSES, REGISTRATIONS:

Requires a current and valid driver's license and as a possible condition of employment, based on City Vehicle insurance requirements, employee must maintain a current Florida driver's license with no driving violations on or off the job.

Basic First Aid and CPR certifications required.

SAFETY: *The condition of being protected from or unlikely to cause danger, risk, or injury.*

Requires the use of proper safety gear, procedures, and equipment as needed.

CAREER DEVELOPMENT:

Will be expected to attend all trainings, meetings, and workshops as suggested by supervisor provided by the Senior City and by the City.

Employee Acknowledgement

Date

JOB DESCRIPTION

Job Title: Senior Center Aide

Supervisor: Senior Center Manager; Director

Essential Job Functions: Assists in daily operations and events and all other duties as assigned by Supervisor.

Positional Tolerances:					
	Never	Occasional 1-33%	Frequent 34-66%	Constant 67-100%	Comments
Sitting				X	
Standing				X	
Walking				X	
Stair Climbing		X			
Ladder Climbing		X			
Repetitive Bending			X		
Sustained Bending		X			
Overhead Reach			X		
Sustained Reach		X			
Repetitive Reach			X		
Squat			X		
Crouch		X			
Crawl		X			
Kneel			X		
Twist		X			
Push/Pull			X		
Balancing				X	

Circle applicable PDC level of work: SED LIGHT **MEDIUM** HEAVY VHEAVY

Other Required Tolerances not listed above: _____

MATERIALS HANDLING				
	Occasional	Frequent	Constant	List Items
Lift	40 lbs	20 lbs	10 lbs	Furniture, equipment, supplies
Carry	40 lbs	20 lbs	10 lbs	Furniture, equipment, supplies
Push	40 lbs	30 lbs	10 lbs	Furniture, equipment, supplies
Pull	40 lbs	30 lbs	10 lbs	Furniture, equipment, supplies

Comments: _____

Employee **Date** **Supervisor** **Date** **Doctor** **Date**