

## SOUTH CENTRAL YORK COUNTY SENIOR CENTER

Title: Staff Assistant

Supervised by: Center Coordinator

POSITION DESCRIPTION: The Staff Assistant is there to assist the Center Coordinator performing duties to provide for the daily operations of the Center.

### JOB RESPONSIBILITIES AND DUTIES:

1. Daily Center opening
2. Supervise the Congregate Meal including supervision of volunteers using guidelines for sanitary conditions.
3. Assist Center Coordinator with preparation and coordination of Home Delivered Meals.
4. Order supplies from caterer as needed for food preparation and serving.
5. Assist Center Coordinator in arranging and ensuring transportation for members who are otherwise unable to access the Center.
6. Maintain Congregate Meal and Center Service Report as well as activity attendance reports.
7. Maintain HDM (Home Delivered Meal) client delivery sheets.
8. Maintain articles for local news media concerning activities each week
9. Coordinate volunteers and help with daily lunch clean up.
10. Have involvement each day with the seniors.
11. Daily Center closing.
12. Other duties as assigned.

## REQUIRED SKILLS

1. Computer skills including Microsoft Word and Excel

## ABILITIES

1. Ability to work effectively with staff, senior members, volunteers, and general public.
2. Ability to communicate clearly and effectively, both orally and written.
3. Ability to substitute for Center Coordinator in his/her absence.
4. Hold or have the ability to obtain Standard First Aid or C.P.R. certifications within three (3) months of employment and maintain thereafter.
5. Hold or ability to obtain Safe Serve certification within three (3) months of employment and maintain thereafter.
6. Two trainings (12 hours) each year as required by YCAAA contract.
7. Hold current driver's license and own transportation.

## EXPERIENCE AND TRAINING REQUIRED:

1. High School Diploma or GED, AA degree preferred.
2. Two (2) years' work-related experience.

Hourly wage: \$11.00/hr

South Central York County Senior Center is a multi-service Center offering a variety of services and activities to members. Each staff member is an integral part of our operation and is expected to demonstrate flexibility and willingness to work as a team member in order to provide services to our participants.