

MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY

JOB DESCRIPTION

Job Title: Senior Center Assistant	Location: Senior Center
Revised: May 2014	Program: Senior Services
Reports To: Senior Center Supervisor	Classification: Non-Exempt, Hourly

POSITION OVERVIEW

Assist with day-to-day operation of Senior Center and other assigned duties. Must comply with policies and procedures of the MDSCAA/Human Resources Authority and its funding sources.

REQUIREMENTS

- ▶ High school diploma or equivalent.
- ▶ One year experience working with elderly or in the human service field.
- ▶ Strong clerical and bookkeeping skills.
- ▶ Good communication skills, both writing and verbal.
- ▶ Knowledge of computers and Microsoft Office programs.
- ▶ Submit to criminal background check.

JOB ESSENTIALS (depending on the center you are assigned to)

- ▶ Maintain client/participant confidentiality.
- ▶ Assist in organizing center activities with goal of enhancing participation.
- ▶ Accurately compile weekly/monthly paperwork as assigned by the supervisor, including but not limited to daily meal reports, route tracking sheets, NAPIS information, financial information, meal summaries, food distribution recordkeeping.
- ▶ Assist with TEFAP and CSFP registration and distribution.
- ▶ Assist with congregate and home delivered meal donations in accordance with OSA and agency standards.
- ▶ Ensure distribution of monthly menus and nutrition education to congregate and home delivered meal participants.
- ▶ Maintain open communication with meal delivery personnel, keeping center supervisor apprised of client health and welfare issues.
- ▶ Assist with events, including decorating dining area in monthly or seasonal themes.
- ▶ Assist with table setting, dishing out meals, and cleaning the dining area.
- ▶ Assist in the kitchen or on meal routes as necessary.
- ▶ Participate in required staff trainings and meetings.

THIS LIST IS NOT INTENDED TO BE ALL-INCLUSIVE. OTHER GENERAL DUTIES MUST BE PERFORMED AT DIRECTION OF SENIOR CENTER SUPERVISOR