



**City of Meriden
Job Announcement**

Senior Center Program Assistant

The City of Meriden, Department of Health and Human Services, is hiring a full time, 35 hours per week Senior Center Program Assistant to assist in the general operations of the Meriden Senior Center.

This position is responsible for coordinating the federal elderly nutrition lunch program and kitchen operations, including working daily in the kitchen with portioning and serving food as well as completing daily and monthly reports. Working under the general supervision of the Senior Affairs Administrator, this position will also assist with general Center operations including answering phones, maintaining inventory of supplies, and working on marketing materials, activities, special events, and other services for Senior Center members.

The ideal candidate should have a high school diploma and one (1) year of college level coursework in Recreation or related field, and one (1) year working with the elderly population, or equivalent combination of education and experience. The candidate must possess a valid Connecticut state driver's license and a Food Handlers Certification (or must obtain the certification within 3 months of hire). Occasional weekend or evening work may be required during special events or activities.

Starting salary is \$14.46 per hour. Apply on line at <https://tinyurl.com/meridencareers> and you can e-mail your resumes/applications to humanresources@meridenct.gov. Applications are also available in the Human Resources Department, City Hall, 142 East Main Street.

The last date to apply is Thursday, April 26, 2018. E.O.E.

Senior Center Program Assistant

GENERAL DESCRIPTION:

This position assists in the general operations of the Senior Center. Assists in federal elderly nutrition lunch program and kitchen operations. Assists in the monitoring and enforcing department procedures ensuring safe participation in senior recreational programs, services, activities, and special events. Assists in the supervision of volunteers at the Senior Center.

SUPERVISION RECEIVED:

Works under the general supervision of the Senior Affairs Administrator.

EXAMPLES OF DUTIES:

Daily work in the Senior Center kitchen portioning and serving delivered food as part of the federal elderly nutrition program. Ensure sanitary and safe conditions for food preparation and serving areas. Also responsible for collecting data, compiling information, and preparing daily and monthly reports for the nutrition program.

Maintains inventory of kitchen supplies and equipment; setting up supplies and equipment for special events.

May assist with running routine errands for Senior Center supplies.

Assists with public relations duties such as preparing and distributing flyers, press releases, and brochures for Senior Center events.

May answer phone and check Senior Citizens in to the Center.

Conducts or assists with activities, special events, or classes for the elderly population.

Performs other duties as assigned.

Senior Center Program Assistant (continued)

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge of a variety of recreation activities for the elderly population and the ability to communicate that knowledge into organized activities.

Basic knowledge of nutrition, kitchen and food handling procedures.

Basic knowledge of recreational equipment and correct operation.

Basic skill in operating office equipment and personal computer.

Ability to work independently of the supervisor.

Ability to communicate effectively, both orally and in writing.

QUALIFICATIONS:

High school diploma and one (1) year of college level coursework in Recreation or related field, and one (1) year working with the elderly population, or equivalent combination of education and experience. Must possess a valid Connecticut state diver's license.

SPECIAL REQUIREMENTS:

Must obtain Food Handler Certification or the ability to obtain within 3 months of hire.

Daily tasks will require constant standing, sitting, bending and lifting up to twenty (20) pounds.

Occasional weekend or evening work may be required during special events or activities.