



Job Description

TITLE: Senior Services Aide	JOB CODE: 4491
DEPARTMENT: Parks & Facilities (Lower Valley Senior Center)	FLSA: Non-Exempt
PREPARED: May 28, 2020	FLSA CLASS: Clerical
UPDATED: April 12, 2022	WORK LOCATION: Fruitland, NM
REMOTE WORK ELIGIBLE: NO	

Summary: Under general supervision of the Senior Services Coordinator, performs a wide variety of clerical duties to support the senior center; assist in meal preparation, serving and clean-up; home delivery of meals; safe transport of seniors. The Senior Services Aide will collect, log, and balance donations received to ensure a compliant cash handling procedure.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Assist with data entry, tracking, logging of required reports and assessments; prepares finance reports as needed; may assist with physical inventory.
- Keep working area neat, clean and organized.
- Responsible for receiving, opening and distributing daily mail.
- Assist with answering incoming telephone calls and helps the general public with questions or problems.
- Assist with meal preparation in compliance with approved menus and recipes.
- Assist in serving meals to seniors and in preparing home delivery meal trays.
- Ascertain condition of homebound seniors when delivery meals and contact the management if necessary.
- Assist in all aspects of cleaning after meal services; including cleaning tables/chairs, sweep and mopping, washing dishes, trash disposal, etc.
- Safe operation of vehicle for meal delivery and transport of seniors to the Center for meals or events; maintain timely schedule and fuel efficiency.
- Perform daily inspection of vehicle such as tires, lights, brakes, gas, oil, etc.;
- Operate vehicle in a skilled and safe manner at all times, including hazardous road and weather conditions; operate vehicle within prescribed guidelines and follows all laws and regulations.
- Report any maintenance needs or problems as soon as possible; perform preventative maintenance check on vehicle on a regular schedule.
- Fill out and maintain daily vehicle log, transportation log and mileage log; turn in completed logs to management on a timely basis.
- Prepare and balance daily cash log; ensure and comply with cash handling procedure, including transports and securing of cash.
- Perform other related duties as directed.

Required Knowledge and Skills:

- Knowledge of County policies and procedures.
- Knowledge of modern office procedures and methods.
- Knowledge of gasoline powered vehicles and equipment.
- Knowledge of revenue collection methods and practices.

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- Knowledge of the operation and maintenance of various medium and heavy motorized equipment and vehicles.
- Knowledge of occupational hazards and safety rules and regulations in the operation of motorized equipment.
- Knowledge and able to perform basic first aid and CPR.
- Skill in the safe operation of medium and heavy motorized equipment and vehicles.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in maintaining accurate records.
- Skill in the use of basic mathematics.
- Skill in the use of a personal computer and standard business software.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in researching, compiling and preparing reports and related information.
- Skill in following oral and written instructions and procedures.
- Skill in the use of a personal computer and standard business software.
- Skill in communicating effectively, both orally and in writing.

Education and Experience

- High School diploma or GED equivalent and six (6) months experience in an office setting and six (6) months knowledge and/or experience in proper food handling procedures, safety and sanitation regulations.
- Prefer experience working with and relating to senior citizens.
- Must have valid State of New Mexico Food Handler's permit or able to obtain within sixty (60) days of employment.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.
- Good driving history, preferred.
- Must be CPR certified with first aid training.
- Relevant cash handling experience preferred.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in both office and kitchen environments; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May occasionally be required to lift up to approximately 50 pounds. Subject to bending, reaching, twisting, and kneeling.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Computerized and conventional office equipment, motor vehicles, kitchen appliances, standard cleaning equipment (broom, mop, etc).

Approvals:

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

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Department Head: _____ Date: _____