

JOB TITLE: Senior Center Aide/Meals On Wheels (MOW)

DEPARTMENT: Senior Center

JOB SUMMARY: This position is responsible for delivering Meals on Wheels (MOW) to eligible recipients. This position assists with cooking, cleaning and other duties at the center when not driving the van.

MAJOR DUTIES:

- Deliver Meals on Wheels (MOW) to eligible recipients.
- Assists with daily cooking duties at the center.
- Assists with daily cleaning and maintenance of the center.
- Assists with conducting daily activities at the center as needed.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of state and county traffic and safety rules and regulations.
- Knowledge of the geography and road system of the city.
- Skill in interpersonal relations.
- Skill in driving a van.
- Skill in maintaining records.
- Skill in conducting preventive maintenance checks for vehicles.
- Skill in general cleaning and cooking.
- Skill in oral and written communication.
- Skill in safety protocol.

SUPERVISORY CONTROLS: The Senior Center Director assigns work in terms of somewhat general instructions. The work is spot-checked in progress and reviewed upon completion for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include state and local traffic laws and supervisory instructions. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: This position consists of related tasks in operating a van and performing various duties at the Senior Center.

SCOPE AND EFFECT: The purpose of this position is to assist in the operation of the Senior Center. Successful performance helps ensure the successful delivery of services.

PERSONAL CONTACTS: Contacts are typically with program participants, co-workers, various medical personnel, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed with the employee sitting, standing, walking, bending, crouching or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools.

WORK ENVIRONMENT: The work is typically performed in a van and at the center. The employee is exposed to dust, dirt, machinery with moving parts, and inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform basic mathematical calculations.
- Sufficient experience to understand the basic principles relevant to the major duties of the position.
- A valid driver's license is required by the State of Georgia for the type of vehicle or equipment operated.
- Clean motor vehicle record for the last five years.
- High School Diploma or GED
- Must pass a pre-employment drug screen.