



Senior Community Center, Site Aide II (Custodial & Administrative Duties)

Sullivan, MO 63080

8:30 am – 1:30 pm M-F (25 hrs./wk.)

General Description:

- Assists with kitchen clean-up, which may include but is not limited to, washing dishes, pots, sanitizing tables, cleaning kitchen equipment, cleaning restrooms, sweeping and mopping floors, etc.
- Stocks shelves and rotates inventory
- Trains and oversees volunteers
- Assists with food service, meal prep and packing as needed
- Maintains agency records required to document program services
- Maintains food/supply inventories and orders

Requirements:

- High School diploma or equivalent with basic math and computer skills
- Excellent written and verbal communication skills
- Demonstrated ability to manage time, oversee volunteers and participants as needed and provide resources as directed
- Three years' exp. where mgmt. skills were exhibited; food prep and/or service experience helpful
- Must obtain Food Safety Cert. within 60 days of hire (at Agency expense)
- Valid Missouri driver's license and state minimum required auto insurance
- Ability to lift 40 lbs. floor to waist, stand for up to 4 hours and carry up to 30 lbs. for up to 50 ft. to assist with meal and non-perishable food commodity box delivery as needed
- Must pass pre-employment drug test and background check
- Must have or be willing to obtain Hepatitis A vaccination(s) and COVID-19 vaccination(s)
- Supports a welcoming, collaborative, and respectful environment in words and actions that encourages inclusion and representation for all community members, clients, and fellow employees

Benefits Package:

- \$15.00/hr. (25hrs./wk.)
- Dental
- Excellent retirement savings plan
- 7 Paid Holidays
- 17 Days PTO
- Life Insurance with buy-up options
- Employer paid short-term disability
- Employee Assistance Program

Interested in this position?

Contact H.R. Specialist *Laura Reich*

Direct ph: (636) 207-4231

Submit Resumes to: lreich@agingahead.org

EOE