



**Senior Community Center, Site Aide II (Custodial & Administrative Duties)
Crystal City, MO 63019**

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 and pots, sanitizing tables, cleaning of kitchen equipment, cleaning of restrooms, sweeping and mopping floors, etc.
- Stocks shelves and rotates inventory
- Trains and oversees volunteers
- Assists with meal prep, packing and delivery as needed
- Maintains agency records required to document program services
- Maintains food/supply inventories and orders

Requirements:

- High School diploma or equivalent
- Basic math and computer skills
- Excellent written and verbal communication skills required
- Demonstrated ability to manage time, oversee volunteers and participants as needed and provide resources as directed
- Previous 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
- Requires the 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)

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