



VALENCIA COUNTY JOE DESCRIPTION

The following statements are intended to describe the general nature and level of work being performed. They should not be considered an exhaustive list of all responsibilities, duties and competencies required for the position.

JOB TITLE: **Meal Site Aide- Del Rio Center**
DEPARTMENT: **OLDER AMERICANS PROGRAM**
PAY STATUS: **FLSA - Non-Exempt**
PAY RANGE: **\$13.70 (20 hrs per week)**
DEADLINE TO APPLY: **Until Filled**

JOB SUMMARY:

Under the general direction of the Meal Site Manager, the Meal Site Aide will assist with coordination of activities and preparation and serving of meals as well as assisting with additional OAP projects assisting the manager. This position will assist with all projects from inception to completion as directed by the manager. Efforts to drive and support assigned programs will be geared towards the betterment of the Valencia County Older Americans Program.

DUTIES/RESPONSIBILITIES:

1. Assists the Meal Site Manager with coordination of all activities.
2. Assists with the preparation and serving of meals and clean-up as directed by the Meal Site Manager.
3. Assists with daily cleaning of the kitchen and facility.
4. Assists with activities as affects and facilitates all OAP participants
5. Assists with initial assessments and reassessments of seniors in the program
6. Assists with the completion of monthly reports as necessary and assigned by the manager.
7. Answers telephone calls and other general inquiries from the public directing such inquiries to the appropriate parties.
8. Assists with various general office tasks as assigned. May periodically assist with special projects as necessary.
9. Performs other duties as assigned to facilitate and assist management in conformity with the accomplishment of overall departmental and county needs.

MINIMUM EDUCATION & EXPERIENCE:

High School Diploma or GED certificate required to adequately complete assigned forms and clerical work.

- One (1) to three (3) years of experience working with the elderly preferred and/or additional formalized training working with elderly programs may be substituted for some of the required experience.
- One (1) year or more working in food service preferred

PREFERRED KNOWLEDGE (SKILLS & ABILITIES):

- Ability to communicate orally and writing in English is required, including ability to prepare and deliver presentations to large and small groups.
- Must be highly dependable in order to accomplish departmental requirements and maintain contractual compliance.
- Ability to interact with staff and department director in a pleasant manner. • Must be of good moral character and not have been convicted of a felony. • Must possess a history of safe work practices.

LICENSURES & CERTIFICATIONS:

- Valid NM driver’s license • No history of major moving violations or DWI arrests or convictions within the last five (5) years
- NM Food Handlers Card

WORKING CONDITIONS:

The physical demands described here are representative and not necessarily exhaustive of those that are met by an employee to successfully perform the essential functions of this job. • The employee must be able to lift unassisted from floor to waist fifty (50) pounds. • The employee must use hands and arms to manipulate objects. • The employee must be able to walk on varied surfaces up to four (4) hours per day. • Must be able to stand, kneel, climb, bend, twist, push, and pull. • Work is performed mainly indoors. • Indoor activities are generally performed in a temperature controlled environment, on a carpeted or tiled surface, which is normally dry. • Worker performs duties alone, both with or without direction. Other duties are performed as part of a team. • May require the climbing or descending of steps.

OTHER CONDITIONS OF EMPLOYMENT:

- Ability to perform essential functions and adapt to working conditions.
- No history or pattern of reckless driving, DWI/DUI or irresponsible driving in the last five (5) years.
- No history of felony misdemeanor or conviction involving moral turpitude, violence, distribution of controlled substance or dishonesty.

PRE-EMPLOYMENT REQUIREMENTS:

1. Interview
2. Criminal Record Check
3. General Employment Background Check
4. Driving Record Check
5. Pre-Employment Physical and Drug Screening

I hereby affirm that I have received a copy of the position specifications listed above; I acknowledge that it is my responsibility to familiarize myself with the duties and expectations of the position described.

Applicant: _____

Date: _____

Updated: November 3, 2017