



214 South Love Lovington, NM 88260
575.396.2884

SENIOR CENTER COOK AIDE – PART TIME

Position Description

Department:	Senior Citizens' Center
Probationary Period	
Pay Grade:	
Hours/week:	
Type of Position:	Part Time

Reports to (title):	Senior Citizens' Center Cook
Supervises:	
Classification:	Non Exempt
Effective Date:	March 26, 2015
Revised Date:	March 26, 2015

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the City of Lovington are expected to conform to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent.
- Adhere to all professional and ethical behavior standards inherent to the Public Sector.
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington.
- Possess cultural awareness and sensitivity.
- Maintain a current, insurable driver's license.

POSITION PURPOSE

The purpose of this position is to assist with ensuring patrons enjoy the Senior Center in a safe, professional and courteous environment.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Assists Cook in preparing meals - both congregate and home delivered meal
- Assists Cook in cleaning of kitchen area and store rooms.
- Helps deliver meals to home-bound Senior Citizens.
- Other duties as assigned

MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- One (1) year direct work experience

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- Education:
- High School Diploma or GED
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Read, write, speak and comprehend the English language.
 - Must be able to work odd hours or overtime on occasion, including evenings, weekends and holidays
 - Must obtain and maintain food handling certification
 - Must pass TB test
 - Must pass a background check, including fingerprinting and drug testing
 - Must have disposition for working with Seniors
 - Must be able to travel, sometimes overnight
 - Ability to work standard office equipment
 - Possess high level of customer service at all times.

PREFERRED QUALIFICATIONS

- Bilingual skills in English and the Spanish language

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of standing, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision.

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

REVIEWED BY		TITLE	
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

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ACKNOWLEDGMENT

I have reviewed the content of the **SENIOR CENTER COOK AIDE – PART TIME** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date