



JOB DESCRIPTION
SUMMER SENIOR CENTER MEAL SERVICE AIDE

| Reports to | Latest Update | Hours |
|---------------------------------------|----------------------|---------------------|
| Director of Youth and Senior Services | 2024 | 10:30am-1:30pm, M-F |

GENERAL SUMMARY

The Senior Activities for Independent Living (S.A.I.L) Summer Meal Service Aide is primarily responsible for duties related to meal preparation, meal delivery and cleanup.

PRIMARY JOB FUNCTIONS

The S.A.I.L Driver shall:

- Arrive at the Center no later than 10:30 a.m. to begin duties.
- Assist staff with meal preparation.
- Assist Staff with cleanup. Cleanup may include but is not limited to washing dishes, wiping tables and sweeping/mopping floors.
- Pack and assist in delivery of homebound meals to clients in the Crichton and Toulminville areas.
- Assist in keeping the interior of S.A.I.L. vehicle(s) clean and sanitary.
- Perform designated duties as assigned by supervisor.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each primary job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIREMENTS:

- Valid Alabama Driver’s License
- Food Handler’s Permit
- Safe driving record

SKILLS

- Must be able to lift and stand for long periods of time.
- Must be able to work as a team member and get along well with fellow employees.
- Must be understanding, patient and empathetic to needs of all clients.
- Must be able to work a flexible schedule when the situation warrants.
- Must be able to respond appropriately in a crisis situation.

Interested candidates may send a resume and cover letter to: asmalling@dumaswesley.org