



**JOB DESCRIPTION**

**Summer SENIOR CENTER Activity & MEAL SERVICE AIDE**

**Dates: May 26-July 31, 2026**

Reports to	Hours
Director & Assistant Director of Youth and Senior Services	9am-1pm, 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, clean up, and assisting in daily activities with S.A.I.L. participants.

**PRIMARY JOB FUNCTIONS**

**The S.A.I.L Summer Aide shall**

- Arrive at the Center no later than 9 a.m. to begin duties;
- Assist Site Director with Food service, meal preparation and clean up
- Assist in homebound meal deliveries to clients in the Crichton and Toulminville areas as needed;
- Assist S.A.I.L. participants in daily activities and outings
- 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:**

- Food Handler’s Permit
- Summer Activity & Meal Service Aide must be 18+ years old
- Must be able to lift 30lbs, bend, stoop, stand for long periods, etc.
- Must be a self-starter and be able to transition quickly to between duties with minimal supervision

**SKILLS**

- 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 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](mailto:asmalling@dumaswesley.org)