

JOB POSTING

POSITION: TEMPORARY Part-Time Recreation Attendant (Senior Nutrition Site Manager)

DEPARTMENT: Senior Services – site at the Cheektowaga Senior Center

SHIFT: Monday through Friday, 10:00 am-1:30 pm (no more than 19 hours per week) THIS IS A TEMPORARY POSITION starting November 6, 2018 and lasting 6-12 weeks (covering for surgery leave)

SALARY: \$10.75 per hour

EDUCATION REQUIREMENT: High School Diploma

*****Applicants must have a valid NYS Driver's License and must be a Cheektowaga Resident*****

JOB DUTIES:

- Manages the entire operation of the senior lunch program for a specific site in Town, including reservations and ordering of meals, accounting of fees, proper preparation and portioning of food and managing volunteers.
- Must be physically able to perform the duties – there is lifting and bending involved.
- Assigns duties to daily volunteers & oversees their work.
- Orients new senior clients who wish to participate in the program.
- Handles any complaints or problems that may arise with participants and/or volunteers.
- Works with the Erie County Senior Services liaison to ensure all health & safety rules and regulations are being followed and required reports are filed in a timely manner.
- Keeps accurate record of program fees and does weekly bank deposits.
- Keeps the kitchen area and all equipment clean. Reports any problems to Senior Center Director.
- Participate in mandatory Town training when offered.
- Plans and implements special events & activities that coincide with the lunch program, with the support of Cheektowaga Senior Center staff.

INTERESTED CANDIDATES SHOULD SUBMIT A TOWN APPLICATION TO THE PERSONNEL OFFICE. Questions about this position can be directed to Kerry Peek, Senior Services Director, 686-3930.