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AUDRA H. SMITH.....ASST. TREASURER/ADM.
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Autauga County Commission

JAY THOMPSON, CHAIRMAN
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EMPLOYMENT OPPORTUNITY Billingsley Senior Center Manager

Autauga County Commission is now accepting applications for a part-time Center Manager of the Billingsley Senior Center and to provide for future potential candidates, starting salary is \$12.23/Hr.

Applications are available at the Autauga County Commission Office located at 135 N. Court Street, Suite B, Prattville, AL 36067 and also on our web page www.ataugaco.org under Employment. Applications will be accepted until 5 p.m. October 3, 2017.

**Autauga County does not discriminate on basis of disability.
Autauga County is an Equal Opportunity Employer.
Review of Criminal Record and Drug Test will be required.**

AUTAUGA COUNTY

JOB DESCRIPTION

Job Title: Center Manager

Department: Senior Services

FLSA: Grade: 5

Job Description Prepared: June 2014

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Director, Senior Services

Subordinate Staff: Volunteers; Trainees

Other Internal Contacts: None

External Contacts: Seniors; Food Delivery Services; Central Alabama Aging Consortium

Job Summary

Under the supervision of the Director of Senior Services, the employee manages nutrition center activities and meal preparation. The employee ensures that meals are prepared in accordance with safety and program standards. The employee conducts programs to keep senior citizens informed and active. The employee evaluates participants and potential participant to determine eligibility. The employee also prepares reports and completes forms as needed.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Meal Preparation. The employee prepares meals in accordance with safety and program standards.

1. Checks meal tickets for accuracy.
2. Counts and dates containers of delivery items.
3. Sterilizes utensils.
4. Sterilizes homebound food carriage.
5. Checks temperatures of refrigerated items and packs into containers.
6. Checks temperatures of hot food items and packs into containers.
7. Prepares coffee and tea.
8. Cuts dessert servings.
9. Reads the daily menu to program participants.
10. Serves meals to program participants.

ESSENTIAL FUNCTION: Center Maintenance and Cleaning. The employee maintains a clean and sanitized facility.

1. Inspects refrigerator for cleanliness and proper operation.
2. Checks thermometers.
3. Cleans the kitchen and rest rooms.
4. Sprays and wipes tables with a sterilizing solution.
5. Cleans coffee and tea makers and utensils.

ESSENTIAL FUNCTION: Center Activities. The employee initiates activities to keep seniors active to ensure their welfare.

1. Greets senior citizens at the Senior Center.
2. Assists in planning special events.
3. Oversees arts, crafts, games and other activities at the center.
4. Conducts exercise classes.
5. Conducts fire, disaster and emergency drills.
6. Introduces speakers.
7. Assists participants in completing forms, writing checks, paying bills and with other daily errands.
8. Calls various agencies to obtain assistance for participants.
9. Calls and visits sick or hospitalized participants.
10. Sends cards to sick participants and send sympathy cards.
11. Calls and visits homebound participants.

ESSENTIAL FUNCTION: Administration. The employee performs administrative tasks that aid in the efficient operation of the nutrition program.

1. Obtains information and completes intake forms for each new program participant.
2. Evaluates participants' circumstances and determines if meals need to be sent to their home.
3. Periodically evaluates the condition of program participants.
4. Maintains mileage records.
5. Oversees and coordinates volunteers and paid aids.
6. Checks and keeps accurate records of the daily attendance of program participants.
7. Completes and mails meal reports.
8. Attends meetings.
9. Collects and records donations from program participants.
10. Performs other duties as assigned.
11. Make Deposits

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County rules, regulations, policies and procedures.
2. *Knowledge of County road and bridge systems.
3. Knowledge of senior citizen needs.
4. Knowledge of emergency medical procedures.
5. Knowledge of safety rules including accident causation and prevention.
6. Reading skills to comprehend operator manuals, directives, procedures and instructions.
7. Verbal skills to communicate effectively with supervisor and co-workers.
8. Writing skills to clearly and neatly complete routine forms and records.
9. Math skills to perform basic calculations (add, subtract, multiply, divide).
10. Ability to read digital thermometers.
11. Ability to complete cleaning duties that require some bending and reaching.
12. Ability to maintain organized accurate files.
13. Ability to operate food warmers.
14. Ability to deal calmly with a wide variety of personality types.

Minimum Qualifications

1. Possession of a high school diploma or GED.
2. Ability to gain and maintain CPR certification.
3. Possession of a current and valid driver's license.
4. Ability to work non-standard hours as needed.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.