



## LEHI CITY POSITION OPENING Senior Center Aide

**CLOSING DATE:** October 27, 2014, 5:00 PM

**STARTING WAGE:** \$10.53/hour

**STATUS:** Part-time- up to 25 hours/week, generally between 9:00 AM- 2:00 PM Mon-Fri

**DEPARTMENT:** Leisure Services – Senior Center

**JOB SUMMARY:** Performs a variety of general **administrative and operational** duties as needed to coordinate the organization, scheduling, and operation of the Senior Center.

- Prepares facility for daily lunches and other events; receives and prepares food for serving, serves daily lunches
- Receives orders and deliveries; assist in organizing and storing materials and supplies
- Helps with counting of daily collections
- Prepares correspondence; composes letters, memorandums and other communications as directed by a supervisor
- Receives telephone calls and walk in public; responds to questions regarding various programs and services; directs callers to appropriate personnel as needed

**MINIMUM REQUIREMENTS:** Graduation from high school or equivalent AND sufficient experience to demonstrate an aptitude or ability to perform above and related duties OR an equivalent combination of education and experience; Current Food Handler's permit is required.

**MINIMUM QUALIFICATIONS:** **Some knowledge of** bookkeeping methods and procedures; basic accounting; record keeping systems and procedures; interpersonal communication skills; general office practices and procedures; first aid, CPR, safety standards, sanitation standards, and gerontology; Requires moderate lifting up to approximately 25 pounds.

**NOTE:** A complete list of essential functions and minimum requirements of the position may be obtained from Lehi City Human Resources upon request. Lehi City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 801-768-7100, ext. 2265. **For required City application, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or download application and job description at [www.lehi-ut.gov](http://www.lehi-ut.gov).** Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.