



CITY OF FOWLER

Job Description

SENIOR CITIZENS CENTER/RECREATION AIDE I (Part-time)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under general supervision, answer phones, schedule reservations, operate office equipment, receive monies and issue receipts and general housekeeping duties. Assist with serving daily meals and general clean up. Assist with senior program activities such as bingo, arts and crafts, exercises, and holiday programs. May assist with City recreation programs such as summer swim program, cooling center, and annual festivals. Performs related duties as required.

KNOWLEDGE OF:

Basic math, English grammar, spelling, and punctuation. General office procedures, business practices, procedures and policies relative to the dispensing of information, and knowledge of standard office equipment. Must have knowledge of, or be able to learn the proper safety, handling, and storage of food, and food dispensing rules and regulations.

ABILITY TO:

Perform assigned duties efficiently and effectively: follow oral and written instructions, follow procedures as required by local, state and federal regulations. Perform routine clerical work, work cooperatively with others, and meet the public with courtesy and tact. Must be able to attend two classes per year on food safety and handling.

OTHER REQUIREMENTS:

Graduation from high school (or GED equivalent)
Valid Class C California Driver's License

PHYSICAL REQUIREMENTS

Occasionally stand, walk and lift and /or move up to 25 pounds.