

SENIOR NUTRITION SITE AIDE - PART-TIME

Code No.: 6-19-029

NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position involving scheduling and assisting with the nutrition and recreation program for senior citizens at a nutrition center. This employee interacts with senior citizens at the center and works with volunteers. Direct supervision is received from a higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES:

Schedules van transportation to and from nutrition center for meals, social activities and medical and dental appointments;

Answers telephone inquiries about criteria for participation, menus and activities;

Oversees meal hour and recruits volunteers to act as host or hostess in dining room, call table numbers and perform other appropriate functions as necessary;

Posts menus and calenders and keeps bulletin board up to date;

Completes Participant Registration forms for new participants; Collects fees for trips and special events; Submits weekly report to Office for the Aging on number of participants and amount of donations;

Assists at games, dances, parties and other activities with prizes, refreshments, and arrangements.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the nutrition centers procedures; ability to deal effectively with senior citizens; ability to follow simple oral and written directions; ability to maintain simple records; ability to prepare simple statistical forms and reports; ability to consistently follow through on details; patience, tact, honesty, courtesy; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(A) Graduation from high school or possession of a high school equivalency diploma, OR;

(B) Any equivalent combination of training and experience sufficient to indicate ability to do the work.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: May 9, 1974

REVISED: March 25, 1982

FORMERLY: Senior Aide - Part-Time

W.P.