



Senior Community Center, Site Aide II (Custodial & Administrative Duties)

Desoto, MO 63020

9:00 am – 2:00 pm M-F (25 hrs./wk.)

General Description:

- Assists with kitchen clean-up, which may include but is not limited to, washing dishes, pots, sanitizing tables, cleaning of kitchen equipment, cleaning of restrooms, sweeping & mopping floors, etc.
- Stocks shelves & rotates inventory
- Trains and oversees volunteers
- Assists with food service
- Maintains agency records required to document program services
- Maintains food/supply inventories and orders

Requirements:

- High School Diploma or Equivalent
- Basic math and computer skills & excellent written and verbal communication skills required
- Demonstrated ability to manage time, oversee volunteers and participants as needed and provide resources as directed
- Three years' experience where management skills were exhibited; previous food prep and or service experience helpful
- Must obtain Food Safety Cert. within 60 days of hire (at Agency expense)
- Valid Missouri Driver's License & state minimum required auto insurance
- Requires the ability to lift 40 lbs. floor to waist, stand for up to 4 hours and carry up to 30lbs for up to 50ft. to assist with meal & non-perishable food commodity box delivery as needed
- Must pass pre-employment drug test & background check
- Must have or be willing to obtain COVID-19 Vaccinations(s)

Benefits Package:

- \$11.77/hr. (25hrs./wk.)
- Dental
- Excellent Retirement Savings Plan
- 7 Paid Holidays
- 12 Days Vacation Pay
- 12 Days Sick Pay
- Life Insurance with buy up options

Interested in this position?

Contact H.R. Specialist, Laura Reich, Direct ph: (636) 207-4231 lreich@agingahead.org

EOE - Diverse candidates are encouraged to apply.