



Title: Senior Center Kitchen Assistant – Part Time

Pay Grade: \$ 10.00/hr

FLSA: Non- Exempt

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### GENERAL SUMMARY

Under the general supervision provided by the Senior Center Manager, this position is responsible for assisting with the daily activities and operations of the Royse City Senior Center. Work schedule is 20 hours per week Monday through Friday.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and maintains constructive relationships with City officials, other departments, community agencies and groups, and the general public regarding the Royse City Senior Center.
- Helps to maintain the cleanliness and organization of the Senior Center.
- Assists in preparing and serving daily meals.
- Assists with entertainment programs and services for the senior citizens of the City of Royse City.
- Performs other duties as assigned.

### SKILLS, KNOWLEDGE AND ABILITIES

- Skill in preparation of meals.
- Knowledge of safe food handling practices.
- Knowledge of basic computer skills-PC and Microsoft Office preferred.
- Ability to effectively communicate orally and in writing.
- Ability to respond to complaints and communicate in a tactful manner.
- Ability to communicate with the public and other City staff in a pleasant and professional manner.

### MINIMUM EDUCATION, CERTIFICATION AND EXPERIENCE REQUIREMENTS

High school diploma or equivalent required. A Minimum of one year experience working in a public or educational facility is preferred. Must have a valid Texas Drivers License. Food manager certification preferred, or ability to obtain within 6 weeks.

### PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Work includes prolonged standing, and walking. Must be able to lift and move at least 40 pounds, must be able to perform carrying, reaching, stooping, pulling, and pushing activities, and must have clear speech, vision, and hearing acuity.