



## Employment Opportunity

# SENIOR SERVICES ASSISTANT MANAGER & MEAL PROGRAM COORDINATOR

Under the general supervision of the Senior Services Manager, performs professional and supervisory work in planning, promoting, coordinating, and implementing programs and activities for the senior citizens of Wahoo and surrounding areas; assists in the daily operation of the Senior Center, Thrift Shop, and Busy Wheels programs. Serves as the on-site coordinator of the Wahoo senior meal program. A complete job description may be obtained by visiting: [www.wahooparksandrec.com](http://www.wahooparksandrec.com).

### Examples of Work Performed:

- Serves as lead person in all kitchen and food-prep functions. Ensures meal preparation guidelines are being followed.
- Operates City vehicle to pick up food from selected vendor. Delivers meals for home-bound clients.
- Sets up dining area and serves the congregate meals at the Senior Center.
- Records attendance and reservations; produce reports as needed.
- Handles all financial matters pertaining to meal program including collecting money and making daily deposits.
- Recruits volunteers to help in various areas (including serving the meal, clean-up, delivering meals, etc.)
- Assists in the development, organization, and administration of various social, educational, and recreational programs and activities at the center; may lead activities; recruits program participants.
- Assists in the daily operation of the Thrift Shop and "Busy Wheels" service by performing duties such as dispatching drivers, recording appointments, answering phones and handling/counting money.
- Prepares food and beverages as necessary for activities.
- Assists custodial staff to insure patrons are presented with a clean, neat, and tidy facility; perform basic duties such as vacuuming carpets, sweeping and mopping floors, picking up trash, and putting away equipment as needed.
- Performs managerial duties during absences of Senior Services Manager.
- Assists in scheduling use of center facilities and opens, closes and unlocks Senior Center as needed.
- Assists volunteers in performing duties.

### Minimum Qualifications:

- High school diploma or equivalent knowledge acquired through education and experience required. Experience and/or post-secondary education in gerontology, social work, recreation, or a related field preferred.
- Computer knowledge with experience in Microsoft Word, Excel, and Publisher, and internet applications
- Current State of Nebraska Driver's License. CPR, AED, and First Aid certifications or ability to obtain within six months of employment

### Compensation and Benefits:

This is a part-time position with partial City benefits. Normal work hours are 8:30am to 1:00pm, Monday through Friday. The pay range starts at \$15.62/hour.

### Application Procedure:

A completed City of Wahoo employment application must be delivered to: Wahoo Senior Center, 235 E. 4<sup>th</sup> St., Wahoo, NE 68066. City of Wahoo employment applications are available at Wahoo City Hall, 605 N. Broadway or at the Wahoo Civic Center, 310 N. Linden St. or you may download the application by visiting [www.wahooparksandrec.com](http://www.wahooparksandrec.com). Inquiries/questions may be directed to Sarah at (402) 443-4463.