



Lake County Senior Center Assistant

Job Description

JOB TITLE:	Senior Center Assistant & Back-up Cook
DEPARTMENT:	Lake County Public Health Agency
CLASSIFICATION:	Part-time (20 hours per week)
SALARY:	\$12 per hour
REPORTS TO:	Aging Well Coordinator

FUNCTION OR PURPOSE OF POSITION:

To work on identified needs from the Senior Master Plan. This position involves day to day operations at the Senior Center. This is a part-time position that is not eligible for benefits.

ABOUT THE LAKE COUNTY PUBLIC HEALTH AGENCY:

The Lake County Public Health Agency (LCPHA) is a department of Lake County Government. In fulfilling its vision "to empower our Lake County Community in making healthy choices where we live, learn, work and play," LCPHA embraces a 21st Century approach to health. To learn more, visit the LCPHA [website](#). LCPHA is an EOE employer.

ESSENTIAL FUNCTION AND DUTIES:

Essential and other important responsibilities may include but are not limited to the following:

Related to cooking:

- Will assist the Head Cook from UAACOG /Area Agency on Aging as needed
- Will serve as back up cook for UAACOG/Area Agency on Aging (see separate job description)
- Ensures that the breakdown & cleanup is complete after each meal

Related to day to day operations:

- Assists the Aging Well Coordinator with the distribution and paperwork of Commodities (issued by the Food Bank of the Rockies)
- Assists with the paperwork & distribution of food from the Senior Center Food Bank.
- Assists with the distribution of the Durable Medical Equipment
- Answers the phone and provides referrals and information as necessary
- Drives county vehicle when necessary to take seniors to lunch, medical appointments and excursions

- Serves as a building attendant and provides supervision during events at the Senior Center on weekends and evenings when rented
- Maintains a current working knowledge and awareness of Policies & Procedures.
- Always represents the Lake County Government and the Senior Center in a professional manner
- Maintains a high standard of cleanliness in the Senior Center

QUALIFICATIONS:

- Must be 18 years of age with a minimum of a high school or equivalent education.
- Ability to pass a Colorado Bureau of Investigation Background Check.
- Ability to function in a fast-paced environment, under short time constraints and with established deadlines.
- Ability to work a flexible schedule including extended hours.
- Have a clean driving record.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- A willingness to assist the senior community of Lake County.
- Willingness to learn, have good communication skills, and a positive attitude.

PHYSICAL REQUIREMENTS:

- Ability to perform various activities such as constant standing, walking, frequent bending, reaching, and kneeling.
- Ability to lift, carry, push or pull 30-50 pounds
- Ability to drive a county vehicle.

WORK CONDITIONS:

The majority of this position's duties are performed in a protected, indoor environment. The incumbent may be exposed to some noise (electrical, mechanical or human) on an occasional basis, and other related hazards associated with an office environment. The incumbent may be exposed to seasonal conditions including wet and/or humid and extreme temperature changes on an occasional basis. The incumbent may be required to work evenings and weekends as appropriate.

TO APPLY:

Apply in person at Public Health, 825 West 6th Street Leadville, CO 80461

CLOSING DATE:

Open until filled