

**COUNTY OF LINCOLN
Job Description Form**

Division/Department: Zia Senior Citizens

Job Title: Driver/Clerk/Cook Aide

Reports to: Program Director

Level/Grade: 9

Type of position:

- Full-time
 Part-time
 Temporary/Seasonal

Hours 30 /Week

- Classified
 Unclassified

General Description:

The employee assists Site Manager in maintaining a multipurpose Center which includes a meal program. The employee must safeguard passengers in loading and unloading and be able to communicate with senior citizens. The employee must make home visits to encourage senior citizens to partake of services and become involved in community and center functions; deliver meals to the home bound seniors as needed; follow oral and written instructions; make simple calculations for keeping records and completing daily reports. Assist the Site Manager with data entries as needed and have basic PC knowledge. The employee must provide local daily transportation for seniors and assist them with shopping, medical, recreation and other needed services. The employee and the Site Manager will schedule out of town transportation for medical, shopping and recreation trips. The employee also assists Site Manager in maintaining a multipurpose Center which includes meals; ability to communicate with senior citizens; must become involved in community and center functions; assists head cook in maintaining inventory control of raw foods and nutritional supplies; able to follow oral and written instructions; make simple calculations for keeping records and completing monthly reports to Site Manager; and able, with assistance, to fill in absence of head cook. Must be certified safe food handler according to EID regulations. The employee may be required to attend nutritional training classes. The employee must perform all duties with minimal supervision, may be required to work irregular hours, attend job-related meetings, and perform other duties as assigned.

Education/Work Experience/Certification/Training Requirements/Abilities/Skills:

- High school diploma or GED certification, plus knowledge of arithmetic in order to assist with inventory control.
- EID certified food handler.
- Must have no felony convictions and no D.W.I. arrests within the past five years.
- Knowledgeable of all traffic laws and regulations, and must complete defensive driving and CPR courses.
- Valid New Mexico State Driver's License. Must have a good driving record to be insurable for liability purposes.
- Ability to work under time deadlines; able to use arithmetic skills in order to properly measure and estimate quantities; and the ability to assist head cook in maintenance and control of food stuffs and supplies utilized in the kitchen.
- Must be able to write legibly and complete reports and knowledge of arithmetic in order to assist with inventory control.
- Ability to understand and communicate in both Spanish and English; able to deal with public and staff in a pleasant manner.
- Knowledge and understanding of the County Personnel Policy, and state and federal guidelines affecting services to the elderly.

Work Conditions/Description of Tools, Equipment, Work Aids Used and Materials and/or Products Handled:

- All essential duties are performed indoors. The employee is exposed to natural weather conditions while performing outdoor duties.
- Work hazards, or potential work hazards of the job include operation of a motor vehicle; climbing potentially slick outdoor steps; exposure to extreme temperatures; use of kitchen equipment such as mixer and meat slicer; and there is a potential for serious burns or cuts in performance of duties.
- Telephone, cellular phone, calculator, personal computer terminal/keyboard and printer, photocopy machine, telefax machine, typewriter, and other related office machines. May handle various recreational and athletic equipment, games, and arts and crafts materials; basic hand tools and various cleaning solutions; and drive county vehicles.

Comments on Physical Requirements: Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting and standing for prolonged periods of time; light to moderate lifting (up to 50 pounds); reaching, stooping, crawling, pulling, pushing, and manual dexterity; and operating assigned office/kitchen equipment.

Approved by: Renee Montes

Date Posted: 6/30/16

Date Hired: _____

Employee Declaration: I have read the above job description. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: _____
Updated 06/28/16

Date: _____