

Vilonia Senior Center

Position: Senior Center Aide

Hours: Monday, Tuesday and Thursday 8:00am – 1:00pm*

*May periodically vary until 1:30pm or 2:00pm. And seldomly work on a Friday.

Enjoy spending time with seniors, interacting with them, and planning activities.

Help answer the phone.

Assist with paperwork.

Assist in cooking and packaging meals as needed.

Keep refrigerator and freezer neat, clean, and organized.

Assist in packing frozen meals for delivery.

Help with washing dishes when needed.

Assist with cleaning of steam table, cabinets, shelves, ovens, etc. when needed.

Be knowledgeable of and observe all health regulations.

Be willing to learn and open to direction.

Be courteous, cooperative, and willing to fill in as needed for various duties required in operating a senior center.

Other responsibilities as needed.

Must be able to:

Lift necessary kitchen items, frozen meals, and other items as needed.

Stand for extended periods of time.

Read, write, and follow instructions.

Be a self-starter and detail oriented.

TO APPLY:

This position is through a partnership with the City of Vilonia. To apply for this position, stop by Vilonia City Hall on Monday through Friday between 8:00am – 5:00pm.