



Job Opening Announcement

Custodian/Program Assistant at Mesa Downtown Senior Center

This position is based in Mesa, Arizona

Aster Aging, Inc. empowers and supports older adults and their families to remain independent and engaged in our communities. Our non-profit organization provides a full continuum of service, with core programs that include: Center-Based Services, Meals on Wheels, In-Home Support, Outreach / Social Services, and Contracted Programs. Our vision is to be a leader in providing direct services and mobilizing resources that support the changing needs of our older adult population.

As part of the Center-Based Services team, the Custodian/ Program Assistant will perform a variety of custodial duties, including cleaning and room set-up / take-down for activities. The position will also assist with transporting participants to community activities and weekly shopping trips. Provide excellent customer service and work as a team player.

Part-time position
Competitive wage and benefits package

Qualifications include: High School Diploma or equivalent. Experience with and/or demonstrated sensitivity to the needs of older adults. Effective oral communication and interpersonal skills. Ability to work effectively with diverse communities. Must be able to maintain a personable, neat appearance, and follow instructions.

Requirements include: an Arizona driver's license and compliance with Aster Aging's background check policies.

This position includes physical capability requirements. Please refer to job description for additional information.

Please refer to the Job Description for additional information and requirements

Interested applicants are encouraged to submit their resumes to:

Human Resources, HR@asteraz.org
Aster Aging, Inc.
45 West University Drive, Mesa, Arizona 85201
Phone: 480-964-9014, Fax: 480-898-7306
www.asteraz.org

Position is considered open until filled.

Equal Opportunity Employer.

Aster Aging, Inc.
Job Description: Mesa Downtown Senior Center Custodian / Program Assistant

Overview: The Mesa Downtown Senior Center Custodian/Program Assistant will perform a variety of custodial duties, including cleaning and room set-up / take-down for activities at Mesa Senior Center. The position will also assist in other program areas such as transporting participants to community activities.

Major Duties:

1. Work with the Center Manager and Activity Coordinator on set up of tables and chairs for various programs, classes and activities during the hours that the facility is open.
2. Tear down tables and chairs, clean up areas after programs/activities are completed in various rooms.
3. Assist in the multipurpose room during the lunch mealtime, ensuring that tables and chairs are set up and taken down, spills are cleaned up, and bussing station is ready. Scrape dishes and move them to the dishwashing area.
4. Provide support to the Center Manager and Activity Coordinator in organizing and conducting activities and the daily lunch service. As part of the team, assist in preparations for activities, holiday parties, and special occasions.
5. Provide support to the Meals on Wheels Program Manager to drive routes when needed.
6. Remove trash from facility to dumpsters, clean outside dumpster and remove debris, replace trash can liners, tear down boxes and remove from Center. Place trash bins from the Administration Office at the curb for pick up by the City of Mesa. Check and clean outside dumpster area and sweep exterior entrances as needed.
7. Ensure all floors are clean, picking up paper, etc. and clean up any spills that may occur.
8. Monitor classroom and program areas to ensure that no problems occur with participants, staff or others. Inform Center Manager when needed.
9. Transport Aster participants to a variety of community programs and services as assigned by the Center Manager as well as provide transportation for weekly shopping trips.
10. Ensure that Aster's policies, standards, and decisions are implemented and maintained. Foster appropriate and courteous communication and positive relationships with other staff, participants, and community members.
11. Other duties as needed and appropriately assigned.

Qualifications:

- High School Diploma or equivalent.
- Experience with and/or demonstrated sensitivity to the needs of older adults.
- Excellent customer service. Effective oral communication and interpersonal skills. Ability to encourage teamwork and work cooperatively with others. Ability to work effectively with diverse communities. Multicultural competency.
- Must be able to maintain a personable, neat appearance, and follow instructions. Flexibility, patience, and demonstrated respect for program participants are essential.

Requirements:

- Ability to lift, push and pull 35 to 50 lbs; ability to sit or stand for long periods of time.
- Must possess a valid AZ driver's license.
- Must possess or have the ability to obtain CPR and First Aid certification and a Food Handler's Card.
- Ability to complete and pass a simple job physical.
- Ability to obtain Level I Fingerprint Clearance Card and comply with Aster's background check policies, including a safe driving record.

Responsible to: Mesa Downtown Center Manager

Status/Hours: Part-time non-exempt position; primarily weekday hours.

Primary Work Site: Mesa Downtown Senior Center

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