



Job Opening Announcement

Custodian/Program Assistant at Mesa Red Mountain **February 2021**

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 in other program areas such as transporting participants from other Aster programs to community activities. 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 members of the community. Provide excellent customer service to all persons in transport and activities. Work as a team player.

Full-time (32 hours / week) position
Competitive salary 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. Multicultural competency. Must be able to maintain a personable, neat appearance, and follow instructions. Direct experience working with older adults or volunteers and demonstrated sensitivity to their needs.

Requirements include: an Arizona driver's license, reliable vehicle to use in the performance of the job, and compliance with Aster Aging's background checks.

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
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: Red Mountain Custodian/Program Assistant

Overview: The Red Mountain Senior Center 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 in other program areas such as transporting participants from other Aster programs 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. Assist in the multipurpose room during the lunch meal time, ensuring that tables and chairs are set up and taken down, spills are cleaned up and bussing station is ready.
3. Provide support to the Center Manager and Activity Coordinator in promoting, coordinating activities and the daily lunch service. As part of the team, assist in preparations for activities, holiday parties, and special occasions.
4. Tear down tables and chairs, clean up areas after programs/activities are completed in various rooms.
5. Remove trash from facility to dumpsters, clean outside dumpster and remove debris, replace trash can liners, tear down boxes and remove from Center. Sweep and mop kitchen floors daily.
6. Ensure all floors are clean, picking up paper, etc. and clean up any spills that may occur.
7. Monitor classroom and program areas to ensure that no problems are occurring with participants, staff or others and inform Center Manager when needed.
8. Scrape dishes at lunch time and remove dishes to the dishwashing area.
9. Transport Aster participants to a variety of community programs and services as assigned by the Center Manager.

Other Duties:

- 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 members of the community.
- Provide excellent customer service to all persons in transport and activities. Work as a team player.
- 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.
- 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 required.

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 obtain Level I Fingerprint Clearance Card and comply with Aster's background check policies, including a safe driving record.

Responsible to: Red Mountain Center Manager

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

Primary Work Site: Red Mountain Senior Center

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