



**APPLY NOW**

# SENIOR CENTER ASSISTANT

SCAN ME



**APPLICATION DEADLINE:  
THURSDAY, MAY 8<sup>TH</sup>, 2025**

## DO YOU LIKE VARIETY IN YOUR DAY-TO-DAY WORK DUTIES? THEN THIS MAY BE THE PERFECT JOB FOR YOU!

As a Senior Center Assistant with the Carbon County Senior Center, your assignments may vary from day-to-day and include: Janitorial duties, driving the Senior Bus, delivering Mobile Meals, or even assisting with cooking. Your work duties may even take you to the East Carbon Senior Center. Applicants must be a High School Graduate and have a valid Utah Driver's License. Utah Food Handler's Permit is required. Applicants must be able to pass a physical, drug screen, and background check upon hire.

\*Please see website for full job description.

*Carbon County is an Equal Opportunity Employer*

**STARTING WAGE**

\$13.93 per hour

**WAGE AFTER PROBATION**

\$15.37 per hour

**SCHEDULE**

Part-Time

Monday - Thursday

Hours may vary



**FOR MORE INFORMATION**

Call

(435) 636-3290 or  
(435) 636-3708

**VISIT US ONLINE**

[www.carbon.utah.gov](http://www.carbon.utah.gov)

[/service/careers](http://www.carbon.utah.gov/service/careers)



## JOB DESCRIPTION

|                        |                                |                             |            |
|------------------------|--------------------------------|-----------------------------|------------|
| <b>Title:</b>          | <b>Senior Center Assistant</b> | <b>Effective Date:</b>      | 08/2024    |
| <b>Department:</b>     | Senior Center                  | <b>Last Revised:</b>        | 04/2025    |
| <b>Reports To:</b>     | Senior Affairs Director        | <b>Starting Wage:</b>       | \$13.93/hr |
| <b>Classification:</b> | Part-Time                      | <b>Post-Probation Wage:</b> | \$15.37/hr |
| <b>FSLA Status:</b>    | Non-Exempt                     | <b>Probationary Period:</b> | 6 Months   |
|                        |                                | <b>Benefited:</b>           | No         |

### Overall Responsibility:

Assists in a variety of tasks as assigned. These tasks may vary from day to day and may include, but are not limited to: Maintaining clean, orderly, and safe environment at the Senior Center. Driving Mobile Meals truck, loading and delivering meals to senior clients. Drive bus, picking up seniors at residences, delivering them to their destinations, and returning them home. Driving bus for special outings and tours.

### Key Tasks and Responsibilities:

- General cleaning, including, but not limited to: Cleaning restrooms, sweeping, mopping, scrubbing and polishing floors, cleaning walls and baseboards, washing windows.
- Collect trash to put in dumpsters. Maintain cleanliness of dumpster areas.
- Sweep and clean walkways.
- Remove snow from sidewalks.
- Setup rooms for events and activities.
- Drive bus in a safe and efficient manner.
- Assist seniors onto and off from the bus, including safe operation of lift system.
- Assist seniors with shopping tasks as required.
- Assist in lunchroom as needed.
- Handle monies according to County and Center policies, including collecting donation monies from mobile meals clients.
- Learn routes and deliver meals in a stop-and-go fashion.
- Maintain records as required by assignment.
- Make visual or audible contact with seniors.
- Rotate and stock reach-in freezer (meals and desserts).
- Check temperature of hot meals, making sure temperature is properly maintained and recorded.
- Maintain service and maintenance records of vehicles.
- Ensure heating and cooling system in Mobile Meals vehicle is working properly.
- Clean vehicles after use.
- Other duties as assigned.
- Laundry –
- Work Hours may shift due to fill in position

### Skills and Attributes:

- Good communication skills.
- Ability to follow oral and written instructions.
- Ability to work effectively with others.
- Ability to maintain a professional demeanor with seniors.
- Ability to organize work to ensure all tasks are completed in a timely manner.

- Must be scrupulously clean.
- Ability to learn a complex route.
- Ability to read and find location(s) on a map.
- Ability to help seniors resolve problems relating to the service.
- Ability to recognize problems with delivery vehicle.
- Must genuinely enjoy working with seniors and be sympathetic to the problems of shut-ins.

**Requirements:**

- High school diploma or GED equivalent.
- Valid Utah Driver's License required.
- Must never have been convicted of an alcohol or drug related moving violation.
- Food handler's permit required.
- Experience in route driving preferred.
- Experience working with the elderly preferred.
- Experience in cleaning large buildings preferred.
- Previous practical experience in minor maintenance work preferred.

**Physical Requirements May Include:**

- When talking, one must convey detailed or important instructions or ideas accurately, loudly, or quickly.
- Able to hear average or normal conversations and receive ordinary information.
- Average, ordinary visual acuity necessary to inspect products, drive vehicle, and/or operate machinery.
- The ability to perform light to strenuous physical/manual labor as required.
- The ability to use safe lifting techniques to routinely lift/carry/push/pull 25-pound objects and lift and move objects a minimum of 75 pounds on a regular basis.
- Must be physical able to assist seniors, including those with disabilities.
- Must be able to push 275 lbs. in a wheelchair.

**Working Conditions May Include:**

- Work can be performed indoors and outdoors. May be exposed to adverse weather and/or unfavorable conditions.
- Performing work around moderate to high noise levels, vibrations, chemicals, dust, flammable materials, and mechanical equipment.
- Shall be expected to wear appropriate (PPE) personal protective safety equipment including safety shoes, glasses/goggles, ear plugs, gloves, and other safety gear as needed.

**AAP/EEO Statement:**

Carbon County is an equal opportunity employer. It is the policy of Carbon County to assure equal employment opportunity to its employees and applicants without regard to race, color, religion, national origin, disability, age, gender, sexual orientation, genetic status, or gender identity.

**Disclaimer:**

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Key tasks and responsibilities, and other details contained in this job description can be subject to change at any time with growth and departmental changes.

This job description has been approved by the Human Resources Department in consultation with the Department Head/Supervisor. Signature below constitutes an understanding of the requirements, essential functions, and duties of the position.

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Candidate/Employee Printed Name

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Date

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Candidate/Employee Signature