

Town of Ayer, Massachusetts

Position Title: Administrative Assistant Exempt/Non-Exempt: _____
Nutrition Site Manager (Fair Labor Standards Act)

Classification Grade: _____ Step: _____

Brief Definition/Description of Job:

Assist the Council on Aging Director with daily operations. Manage all aspects of the nutrition program, including recordkeeping, annual client updates, ordering food, maintenance of volunteers, meal delivery, etc.
(see attached job description)

1. Education/Basic Knowledge, Ability, and Skill

High School diploma, computer literate

CERTIFICATION IN FOOD HANDLING

2. Experience

At least one year work experience within the Senior network

3. Judgment and Initiative

Ability to perform duties with medium/high latitude for individual judgement

4. Supervision Required

Reports directly to the Council on Aging Director.

5. Accountability

Must demonstrate sensitivity to the needs of the elderly, and a willingness to accommodate them according to program policy.

6. Contact with Others

Daily contact with Seniors. Courteous and sensitive to the needs of Seniors.

7. Confidentiality

Must maintain complete confidentiality concerning all aspects of senior issues.

8. Physical Environment

A regular office environment, kitchen facility.

9. Manual Skills

Ability to package food, work in the kitchen.

10. Physical Effort

Some meal delivery, walking, climbing stairs.

11. Occupational Risks

N/A

12. Character of Supervision

N/A

13. Scope of Supervision

N/A

Comments:

Prepared by:

Gregory H. Shaden

Date:

May 4, 2000

Approval of Appointing Authority:

Date:

*Approved by 305
5/29/01
awh.*