



JOB ANNOUNCEMENT



To apply for this job, please visit our website at www.gainesville.org

MEALS ON WHEELS KITCHEN AIDE COMMUNITY SERVICE CENTER

Posting Date:	October 17, 2016	Job Code:	PT-061-460
Closing Date:	Open Until Filled	Grade:	0001 – Non-Exempt
Pay Range:	Hourly: \$8.00	Work Status:	Part Time

JOB SUMMARY

Cleans and maintains facilities within the Meals on Wheels kitchen. Assists with food packaging for Meals on Wheels Program. Packs the meal bags for pick-up by Meals on Wheels volunteers. Assists with clean-up of kitchen and meal delivery equipment after meals are served. Responsible for assuring that food carriers are cleaned and ready for use each day. Delivers meals as needed. Performs basic file management and other related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

High School diploma or G.E.D. No experience required.

Basic office skills to include file management, use of copier and fax machine and familiarity with Windows 10 (Word, Excel, and Outlook) preferred.

Licenses and Certifications:

Valid Class C Driver's License and satisfactory motor vehicle record (desirable).

Knowledge, Skills and Abilities:

Knowledge of cleaning and maintenance methods and procedures.

Ability to lift 25 pounds and do routine cleaning.

Ability to work with volunteers.

Ability to communicate well orally and in writing.

This job announcement should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification.

❖ THIS IS A PART TIME POSITION AND NOT ELIGIBLE FOR BENEFITS ❖

Due to Georgia State Law, all applications are subject to public disclosure.

Only candidates to be interviewed will be contacted.

As part of our hiring process, all applicants will be required to undergo a thorough background investigation which includes but is not limited to some or all of the following: contacting past employers, work and personal references, education, criminal history, motor vehicle record, and credit check. The City of Gainesville reserves the right to disqualify any applicant based on information discovered during the background investigation. Standard City of Gainesville hiring practices shall apply to all applicants.



The City of Gainesville is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, gender, religion, disability, military service, or any other category protected by federal, state, or local law.
