

CITY OF ROMULUS
Job Description

JOB TITLE: Part-time Chore Service Worker

EXEMPT: No
SALARY LEVEL:
DEPARTMENT: Senior Center
BENEFITS: Part-time, no benefits

JOB CODE:
DIVISION: Non-union
LOCATION: Romulus Senior Center

APPROVED BY:

DATE:

SUMMARY:

Under the supervision of the Senior Services Director will help coordinate events in the Center and out of the Center (which will require set up and clean up), transportation to and from different destinations, caring to the needs of the Senior Citizens who utilize the Center's facilities and programs, dispensing information to individuals as needed, assisting in the publication of the newsletter, arranging programs, paper work pertaining to various grants and programs, shopping, and many other tasks that may arise. Each employee will be asked to perform office duties while in the building as well as their specific tasks. Job descriptions may need to be changed due to programming changes, additions, deletions, and senior needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Maintain equipment.
2. Service client's needs (snow removal, grass cutting, leaf raking, minor home repairs, carpet cleaning and other tasks as determined).
3. Maintain paperwork needed on jobs.
4. Must possess a good driving record and a valid Michigan operator's license.
5. Report any problems or concerns to the proper person.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Prepared in compliance with:

Romulus Policies and Procedures Manual
Americans with Disabilities Act
Equal Employment Opportunity Act

SUPERVISORY RESPONSIBILITIES:

Directly supervises zero employees.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without a reasonable accommodation. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Education: Possession of a high school diploma or the equivalent.

Experience: One year of related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to communicate effectively, read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

REASONING ABILITY:

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Operator's License

OTHER SKILLS and ABILITIES:

The ability to multi-task; ability to establish effective relationships with employees, supervisors and the senior population.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear. The employee is constantly required to use hands and fingers to feel, handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch and crawl.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quite while in the office and moderately loud when in the field.

COMMENTS:

The qualifications listed above are guidelines. Other combinations of educations and experience which could provide the necessary knowledge, skills, and abilities to perform the job should be considered.

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