



**Diocese of Laredo
Job Announcement**

Posting Date: May 2, 2019

Application Deadline: Until Filled

Position: Senior Center Assistant	FLSA Classification: Non-Exempt
Minimum Requirements: Must have high school diploma or equivalency. One to two years' experience working with elderly population, customer service experience, knowledge of computer use. Ability to handle multiple assignments, meet deadlines, and maintain an organized office. Skilled in the use of a variety of kitchen equipment and stoves. Ability to prepare meals (as necessary). Knowledge of office procedures, telephone answering skills and basic safety rules.	
Start Date: Immediate	Location: Catholic Charities of Laredo Senior Center
Position Status: Part-Time (24 hours)	Work Schedule: Mon-Fri.

Position Summary:

The Senior Center Assistant ensures a safe and friendly environment for all participants, performs a variety of duties in support of Senior Center activities. Is responsible for providing assistance to facility users, ensures daily meals are properly prepared, delivered and served. Ensure kitchen follows all health department regulations. Performs administrative/office duties to run an efficient office in compliance with all operating standards and rules.

Essential Duties, Functions and Responsibilities: (complete job description available at the HR Office)

- Greet and assist Senior Center visitors and program participants
- Act as Back-up Interim manager in the absence of program manager
- Provide assistance to the manager as requested to ensure compliance with City facility-use regulations; maintain facility secure
- Assist with facilitating various activities for the participants
- Organize menus and prepare meals for special events, etc.
- Serve as a receptionist, screen incoming telephone calls, transfer and direct calls to appropriate staff, take messages as necessary
- Create spreadsheets and reports as requested
- Create informational materials as requested and ensure copies are easily accessible and available
- Operate a variety of office equipment including but not limited to a computer, typewriter, copier, facsimile machine, multi-line phone, and printers.

Additional Knowledge, Skills, and Abilities, Certifications or Licenses:

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation
- Certified Food Handler's Certificate through City of Laredo Health Department or ability to obtain certification within 10 days of employment.
- Ability to maintain a professional and positive attitude while performing the duties of the position

RESUMES ARE NOT ACCEPTED. EMPLOYMENT APPLICATION IS REQUIRED FOR CONSIDERATION.

For Employment Application, visit www.dioceseoflaredo.org

For additional information, please contact:

Office of Human Resources

Diocese of Laredo

1901 Corpus Christi St.-Laredo, Texas 78043

(956) 727-2140

Benefits: Part-time employees are eligible for limited benefits, upon completion of applicable waiting period. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

We are the Diocese of Laredo!

The diocese reserves the right to revise, rescind or extend this job announcement.