

# **OPPORTUNITIES, INC. JOB DESCRIPTION**

**Job Title: NUTRITION/CHORE SERVICES AIDE**

## **General Description of Duties:**

- Responsible for performing a variety of tasks related to nutrition, transportation, and chore services at Housing Opportunities, Inc. Non-exempt position.

## **Qualifications Required:**

- Education: High school graduate or equivalent.
- Knowledge, Skills, Abilities: Communication; Interpersonal; Meet driving insurance requirements; General cleaning, sanitation, and health regulations; Read and write legibly; Work with limited supervision.
- Certification/License: Annual TB Skin Test; CPR/First Aid, Current driver's license, Defensive Driving Course, Van training, Pre-employment/Annual health exam (AAA)

## **Qualifications Preferred:**

- Knowledge, Skills, Abilities: Area Agency on Aging (AAA) regulations;
- Experience: One year in related field.

## **Major Responsibilities and Duties:**

- Be knowledgeable of general cleaning, sanitation, and health regulations.
- Be knowledgeable of transportation services offered.
- Provide transportation for assigned consumers in a timely manner as per schedule.
- Encourage consumer safety by assisting consumers during loading and unloading; managing behaviors in a professional manner; and demonstrating the necessary skills and techniques to intervene effectively if needed.
- Complete vehicle records, driver's logs, mileage sheets, and vehicle checklist daily and turn in paperwork to Transportation office at designated times.
- Clean assigned vehicle as directed.
- Report needed maintenance on vehicles in a timely manner.
- Transport and assist AAA Elderly consumers to various daily appointments.
- Participate in training, in-services, conferences, and seminars as required.
- Follow directions of supervisor, performing other duties as assigned.
- Preparation of food as necessary.
- Serve meals in congregate setting and deliver home meals.
- Complete daily cleaning of kitchen and dining areas.
- Perform housekeeping for the facility's social building, offices, laundry room, and bathrooms, doing laundry as needed.
- Maintain all required documentation.
- Perform assigned chore services for residents at facility.
- Maintain adequate inventory of dining, kitchen, and cleaning supplies.
- Participate in training, in-services, conferences, and seminars as requested.
- Follow directions of supervisor, performing other duties as assigned.

## **Physical Requirements:**

- Communication – English speaking
- Sitting for 1-2 hours consecutively
- Hearing for conversation & driving
- Standing 3-4 hours consecutively
- Lifting up to 50 lbs.
- Stooping, kneeling, bending, twisting
- Pushing/pulling up to 50 lbs.
- Use of hand, wrist, fingers
- Vision for driving and reading
- Reaching overhead and in front of body
- Walking for short distances

Responsible to: Director of Housing