



APPLY BY 6/30/25!

Fort Payne Senior Center Manager

We have a job opening for the position of Center Manager at the **Fort Payne Senior Center** located at 600 Tyler Ave. SE, Fort Payne, AL. We are looking for someone that is passionate about working with Older Adults. The position would be part-time: 5 hours a day, Monday - Friday. Work schedule will be 7:30 am – 12:30 pm. Pay will be \$10.00 per hour.

Job duties will include, but are not limited to:

- ✓ Planning and Running Activities
- ✓ Increasing and Maintaining Participants and Volunteers
- ✓ Daily and Monthly Paperwork
- ✓ Handling food delivered by our Food Vendor
(no cooking involved)
- ✓ Delivering Home Delivered Meals
- ✓ Providing a clean, welcoming, and fun center for Seniors

**NOW HIRING FOR
FORT PAYNE
SENIOR CENTER
MANAGER**

\$10.07 PER HOUR

MONDAY - FRIDAY

7:30 AM – 12:30 PM

**MUST BE ABLE TO
LIFT A MINIMUM OF
25 POUNDS**

DeKALB COUNTY COUNCIL ON AGING

600 Tyler Avenue SE
Fort Payne, AL 35967
(256) 845-8590



/DeKalbCoA

Open Monday – Friday
8:00 am – 4:00 pm

DEKALB COUNTY JOB DESCRIPTION

Job Title: Nutrition Center Manager

Department: Council on Aging

Job Description Updated: March 2018

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Director and/or Nutrition Coordinator

Subordinate Staff: Volunteers

Other Internal Contacts: Other Aging Employees

External Contacts: Participants, TARCOG, Food Vendors

Job Summary

Under the direction of the Director and Nutrition Coordinator the employee supervises daily operation of a nutrition center. Schedules and presents programs on nutrition and other areas of interest to program participants. Coordinates other events and activities. Ensures meals served to participants meet health standards and other requirements. Ensures center is maintained and sufficient supplies are available. Maintains records and completes activity reports.

Job Domains

A. Planning and Organizing

1. Meets with committee to determine programs and activities for the center.
2. Receives Area Agency on Aging program guides and supplies for nutrition and health programs; and incorporates guidelines into daily activities.
3. Develops other daily programs based on the interests of participants.
4. Develops outreach and recruitment activities.
5. Develops and organizes special entertainment and recreational programs for center participants.
6. Organizes picnics, special presentations by speakers, public safety information, etc.
7. Plans trips to theme parks, dinners out, shopping tours, etc.
8. Recruits senior volunteers to assist with center duties.
9. Recruits participants, receives referrals from various sources, calls and makes home visits, completes homebound forms if applicable, ensures participant meets requirements and explains program.
10. Holds open house for new attendees.
11. Completes intake form for each new enrollee.
12. Evaluates homebound clients quarterly to determine their continued eligibility.
13. Ensure meals are served at appropriate temperatures.

B. Meal Service

1. Takes temperature of catered food.
2. Prepares homebound cold foods.
3. Ensures utensils are sanitized.
4. Makes coffee and tea with assistance of volunteers.
5. Submits number of meals that will be required to coordinator.
6. Serves meals and prepares homebound meals.
7. Cleans kitchen after meal is served.
8. Completes meals served and donation report.
9. Prepares weekly deposit and takes to bank.
10. Prepares monthly participation reports.
11. Replaces meals that do not meet quality and temperature standards.
12. Takes reservations for meals and cancellations.

C. Center Maintenance

1. Performs daily clean up.
2. Ensures bathrooms, kitchen and eating area are clean.
3. Contacts proper authority when supplies are needed or repairs or other maintenance are required.

Knowledge, Skills and Abilities

1. Ability to communicate effectively with program participants and general public in person and over the telephone.
2. Math skills to perform basic mathematical operations.
3. Writing skills to neatly complete reports, etc.
4. Reading skills to read and understand directives, written instructions, rules, etc.
5. Ability to establish and maintain effective working relationships with volunteers and participants.
6. Skills to prepare accurate reports and maintain records.
7. Knowledge of safety and health requirements related to food service.
8. Human relations skills to effectively work with older adults.

Other Characteristics

1. Possession of a valid Alabama driver's license.
2. Meets the standard of drug free policy, background check and e-verify.
3. Certified in first aid.
4. Abides by HIPPA Laws.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

Physical Demand

The work requires some physical exertion such as long periods of standing, walking over rough, uneven, or rocky surfaces, recurring bending, crouching, stooping, stretching, reaching, or similar activities, recurring lifting of food pans with a minimum weight of 25 pounds. The work may require specific, but common, physical characteristics and abilities such as above average agility and dexterity.

Application For Employment

DeKalb County Council on Aging
600 TYLER AVE SE
Fort Payne, AL 35967

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application				
How Did You Learn About Us?						
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In				
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____				
Last Name		First Name		Middle Name		
Address		Number	Street	City	State	Zip Code
Telephone Number(s)				Social Security Number		

If you are under 18 years of age, can you provide required proof of your eligibility to work?

☐ Yes ☐ No

Have you ever filed an application with us before?

☐ Yes ☐ No

If Yes, give date

Have you ever been employed with us before?

☐ Yes ☐ No

If Yes, give date

Are you currently employed?

☐ Yes ☐ No

May we contact your present employer?

☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Proof of citizenship or immigration status will be required upon employment.

☐ Yes ☐ No

On what date would you be available for work?

Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

Are you currently on "lay-off" status and subject to recall?

☐ Yes ☐ No

Can you travel if a job requires it?

☐ Yes ☐ No

Have you been convicted of a felony within the last 7 years?

☐ Yes ☐ No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

INTERVIEWER DATE

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE DATE

NOTES

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills

Check Skills/Equipment Operated

☐ CRT

☐ Fax

Production/Mobile
Machinery (list):

Other (list):

☐ PC

☐ Lotus 1-2-3

☐ Calculator

☐ PBX System

☐ Typewriter

☐ Wordperfect

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

☐ YES ☐ NO

References

1. _____ () _____
(Name) Phone #

(Address)

2. _____ () _____
(Name) Phone #

(Address)

3. _____ () _____
(Name) Phone #

(Address)