

**JOB DESCRIPTION**  
**CITY OF JACKSONVILLE, ALABAMA**

**PARKS & RECREATION DEPARTMENT**

**SENIOR CENTER PROGRAM LABORER**

**RANGE: 1**

**CODE: 1126**

Non-Exempt

The City of Jacksonville is an Equal Opportunity Employer

**JOB DEFINITION**

This is routine unskilled manual labor. Employees in this class perform work of a routine nature which does not require a high degree of manipulative skill or previous experience in order to do an effective job. In many instances these employees are under the immediate direction of an employee of a higher grade so that there is little opportunity for them to make mistakes of any consequence. Constant supervision is not necessary for all positions, however, as there are many types of work performed which are very routine and repetitive in nature so that once they are learned, the work can be carried on without difficulty.

**ESSENTIAL FUNCTIONS**

All duties listed may not be found in each position, nor does the list include all tasks, which may be assigned to positions in this class.

- Cleans and sanitizes kitchen and dining areas daily at senior center area daily.
- Cleans bathrooms and common areas (exercise, crafts, game, TV, meeting, etc.) as required.
- Assists manager in intake, safety, preparation, serving, dish washing, and clean-up of meals.
- Assists manager in the preparation of food services that are provided for homebound seniors.
- Assists manager in senior center activities as required.
- Sets up and takes down tables and chairs, prepares rooms for exercise class, crafts, speakers, performers, etc.
- Cleans windows, assists in grounds keeping, and removes trash and garbage to street side receptacles.
- A person with a disability that is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of reasonable accommodations
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to understand and to follow specific oral instructions.
- Ability to perform light manual labor for extended periods.
- Ability to fill in for bus driver when needed.

**QUALIFICATIONS**

- Some experience in performing manual work.

**NECESSARY SPECIAL REQUIREMENTS**

Must possess a valid driver's license and a driving record suitable for insurability.