

## Senior Work off Job Descriptions

**Handy Man** – Applicant must have basic handy man skills which includes, but is not limited to carpentry and plumbing. Applicant must be comfortable on a ladder, lifting and bending. Applicant must have own transportation make purchases at local suppliers. Helpful if applicant has their own tools. Hours are on an as needed basis. This position reports to the Executive Secretary. The Executive Secretary is responsible for scheduling and approving hours.

**Executive Secretary Clerical** – Assists the executive secretary and the planning board with organizing and purging files and scanning documents. Applicant must have basic computer knowledge, detail oriented and organized. Hours are on an as needed basis. This position reports to the Executive Secretary. The Executive Secretary is responsible for scheduling and approving hours.

**Assessors Clerical** – Assists with filing of property record cards, alphabetizing documents, collating documents and other filing functions. Hours are on an as needed basis. This position reports to the Assessors Assistant. The Assessors Assistant is responsible for scheduling and approving hours.

**Assessors Cyclical Inspection Assistant** – Accompanies the Assistant Assessors on inspections, helps with measuring buildings, keeping paper work well organized and photographing houses. Hours are on an as needed basis. This position reports to the Assessors Assistant. The Assessors Assistant is responsible for scheduling and approving hours.

**Ground Maintenance** – Responsible for grounds maintenance of the Senior Center. Maintenance areas include flowerbeds, area of front entrance around Senior Center sign and handicap parking area. Position includes weeding, mulching watering, debris clean up, raking and mowing. Pruning trees and shrubs may be necessary periodically. The worker is responsible for all yard tools. This position reports to the Senior Center Director. The Senior Center Director is responsible for scheduling and approving hours.

**1<sup>st</sup> Shift Kitchen** – Responsible for setting tables and ensuring money envelopes are on the tables. Set bread and butter on tables, prep coffee station and place milk and dessert at settings. Serve meals to everyone who attends and clear tables following lunch. This position reports to the Senior Center Director. The Senior Center Director is responsible for scheduling and approving hours.

**2<sup>nd</sup> Shift Kitchen** – Responsible for clearing tables and putting away supplies. Washings tables, pots and pans, dishes and anything else used. Wash sinks and counters and sterilize kitchen surfaces. Put all dishes away. Sweep kitchen and ballroom. This position reports to the Senior Center Director. The Senior Center Director is responsible for scheduling and approving hours.

**Function Room Set-up** – Set up tables and chairs in ballroom as requested the evening prior or morning of event. Break down ballroom to original set up, store tables and chairs and sweep ballroom floor. Wash and wax kitchen floor as needed. This position reports to the Senior Center Director. The Senior Center Director is responsible for scheduling and approving hours.

**Mailings (Multiple Positions)** – Stuffing and sealing tax bills various times of the year. These positions report to the Tax Collector. The Tax Collector is responsible for scheduling and approving hours.

**Town Clerk/Treasurer Clerical** – Responsible for sorting and filing documents. Purge documents in accordance with the retention schedule. Organize and track supplies and put in orders as necessary. Other light office duties as requested. This position reports to the Town Clerk and/or the Treasurer. The Town Clerk and/or Treasurer is responsible for scheduling and approving hours.

**Elementary School (4 Positions)** – Helping out in classrooms with reading, writing and math, supporting the preschool and kindergarten, assisting teachers including making copies, collating and stapling, maintenance assistance. These positions report to the Principal of the Elementary School. The Principal is responsible for scheduling and approving hours.

Applications for positions can be obtained at the Town Hall in the Executive Secretary's office or at the Holland Senior Center. Applications must be filled out and submitted to the Executive Secretary to be able to take part in the Senior Work off Program. Positions become available July 1, 2012.