



# CULLMAN COUNTY COMMISSION VACANCY ANNOUNCEMENT

VACANCY	POSTING DATE	CLOSING DATE
<b>NON-EXEMPT POSITION</b>	9/18/2023, Revised 9/22/2023	<b>POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS)</b>
<b>JOB TITLE</b>	<b>ASSISTANT CENTER MANAGER - CULLMAN</b>	
<b>DEPARTMENT</b>	<b>COMMISSION ON AGING</b>	
<b>STATUS</b>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal (Monday thru Friday 30 Hours per Week)	
<b>PAY GRADE</b>	<b>Grade C2, Step 1 (\$11.94/hr)</b>	
<b>POSITION DESCRIPTION</b>	The employee is responsible for preparing congregate and homebound meals. Receives food from contractor and assists volunteers to divide food into containers. Checks to ensure food temperature meets safety guidelines and the proper amount of food has been received. Prepares kitchen for meals to be served. Assists Center Manager with all duties to maintain a safe, clean, attractive and comfortable senior center. Other duties as required.	
<b>REQUIREMENTS FOR POSITION</b>	<ul style="list-style-type: none"> <li>• The ability to joyfully provide assistance to seniors.</li> <li>• Ability to read, understand and comply with policies.</li> <li>• Ability to organize activities and programs and maintain required reporting.</li> <li>• Ability to maintain and report program statistics.</li> <li>• Ability to work non-traditional hours as needed.</li> <li>• Ability to work independently and to manage emergency situations.</li> <li>• Must be able to deliver meals to homebound seniors when needed.</li> <li>• Must be able to meet health standards regarding meal preparation.</li> <li>• Must have a valid Alabama driver's license and meet compliance with the County's insurance requirements for operating a vehicle.</li> </ul>	
<b>EDUCATION</b>	Possession of a high school diploma or equivalent and one or more years work related experience including working with senior adults preferred; however, any combination of education and work experience which provides the characteristics listed will be considered.	
<b>HOW TO APPLY</b>	Employment applications are available on our website at <a href="http://www.co.cullman.al.us">www.co.cullman.al.us</a> , or from the Personnel Department at the County Courthouse, 500 2 <sup>nd</sup> Ave SW-Room 109, Cullman, AL 35055.  Completed employment application, with current resume (if applicable) must be returned to the Cullman County Commission Personnel Department. May be delivered in person or:  <div style="text-align: center;">             Mailed to: 500 2<sup>nd</sup> Ave SW, Cullman, AL 35055              Emailed to: <a href="mailto:personnel@co.cullman.al.us">personnel@co.cullman.al.us</a>              Faxed to: (256) 775-4670              The Personnel Department may be contacted at (256) 775-4891           </div>	

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