

CITY OF GARDENA

1700 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3778 / (310) 217-9509

ASSISTANT SITE MANAGER I

**Part-Time (\$8.4115/Hr. to \$10.2231/Hr. 10-20 hours per week)
OPEN/CONTINUOUS RECRUITMENT**

THIS POSITION IS COMPLETELY DEPENDENT UPON GRANT FUNDS

Requires working some weekends, holidays and evenings. Requires attendance at various meetings and training sessions as assigned.

THE POSITION

Under supervision of the Sr. Citizens Nutrition Services Coordinator, is responsible for the daily operation of a satellite meal site and the meal service including dining hall set-up, direction of volunteer kitchen staff, supervision of the meal service and enforcing health, sanitation and safety regulations; assists in the recruitment and training of volunteer staff; attends regularly scheduled Project Council meetings; assists the Sr. Citizens Nutrition Services Coordinator in the preparation and submission of necessary reports; is responsible for the daily donations and maintains an accurate record of the number of participants and volunteers on a daily basis; performs other appropriate tasks as assigned.

SPECIAL CONDITIONS

This position involves standing, sitting, walking, bending, lifting and twisting when helping citizens.

EDUCATION AND EXPERIENCE

High school graduate or equivalent GED and a minimum of one (1) year of paid or volunteer experience in social services programs, preferably with senior citizens, in projects similar to the Gardena Nutrition Program. Bilingual Spanish and/or Japanese, highly desirable.

LICENSE

Must have and maintain a valid Class "C" California Driver's License.

THE EXAMINATION

The examination will consist of an Oral Interview weighted at 100%, conducted on an "as-needed" basis.

FILING PROCEDURE

Applicants must submit a legibly completed City of Gardena Employment Application form (no FAX copies.) Applications will be thoroughly reviewed and only those that demonstrate the best combination of qualifications and experience in relation to the requirements of the position will be invited to participate in the testing process. *Inquiries may be made to the City of Gardena Senior Citizen's Bureau at (310) 217-9552.*

APPLICATIONS ACCEPTED ON A CONTINUOUS BASIS WITH INTERVIEWS CONDUCTED AS-NEEDED BASED ON THE NEEDS OF THE DEPARTMENT.

**SUBMIT APPLICATIONS: CITY OF GARDENA PERSONNEL OFFICE
1700 W. 162ND STREET, GARDENA, CA 90247
24-HR. JOB LINE: (310) 217-9515 www.ci.gardena.ca.us**