

NOTICE OF JOB OPENING

POSITION: Call-In Custodian / Driver / Kitchen Aide / MOWs Driver - Unclassified

SALARY: \$10.00 per hour

HOURS: Not to Exceed 19 hours/week

Opening Date: August 28, 2018

Closing Date: Until Filled

JOB SUMMARY

Must be available on short notice to occasionally fill in for local drivers and custodian during absences. Must be willing to drive to areas such as Fallon, Reno, Carson City, which may occasionally require working 10-hour shift schedules two to four times per month.

- **Custodian Duties:** Sweeping, mopping, sanitizing surface areas, vacuuming, dusting and emptying trash, and other general custodial duties at the senior center.
- **Driver Duties:** Providing safe and dependable transportation to senior citizens and other eligible individuals within Hawthorne and to other areas as might be scheduled.
- **Kitchen Aide Duties:** Assisting kitchen staff with preparation of meals, dishwashing, custodial duties, and homebound meal preparation.
- **MOWs Driver Duties:** Delivering meals to homebound clients.

More detailed job descriptions and eligibility criteria available at the Senior Center.

MINIMUM QUALIFICATIONS

1. Must be at least 18 years of age.
2. Must possess a valid Nevada driver's license with good driving record.
3. High School Diploma or GED equivalent.
4. Physically capable of lifting/carrying up to 50 lbs. and standing/walking for long periods of time.
5. Be familiar with geographic service areas and proficient in reading maps.
6. Must demonstrate a caring and patient demeanor when working with the elderly.
7. Must possess a positive working relationship with other offices, employees, and the general public.
8. As a safety sensitive position, applicants must successfully pass a pre-employment drug screen and criminal background check. Criminal background check criteria is based on the Nevada State Aging and Disabilities Services Division (ADSD) General Service Specifications and Nevada Revised Statutes (NRS) 449.174.

Applications available at **Mineral County Senior Center**, 975 K Street, Hawthorne, NV.
Call (775) 945-5519 for more information.

Mineral County is an Equal Opportunity Provider and Employer

ADA Accommodations Available

Mineral County is a Drug- and Alcohol-Free Workplace