

THE TOWNSHIP OF BRIDGEWATER

Position Title: Senior Citizen Associate

Reporting To: Senior Citizen Coordinator

Position Responsibilities:

A regular part-time Senior Affairs Associate position is available paying \$15.00/hour. The person must be available to work daytime, evening, and or nighttime hours, (that is whenever the Senior Center is open), not to exceed 15 - 18 hours a week.

Responsibilities of this position include:

- * opening, closing and locking doors and windows
- * staying in the Senior Center when in use
- * answering phone calls and questions from users
- * being available to persons and vendors
- * ordering supplies through the Township Purchasing Department
- * receiving, storing and inventorying the supplies and
- * checking bathrooms and heating/cooling systems, when leaving the building

The person must be able to work with and respond amicably with all users.

It interested, please fill out an application available on our website at www.bridgewaternj.gov, under "Employment Opportunities" with a resume and email to: www.personnel@bridgewaternj.gov.

POST: 6/8/18

REMOVE: 6/22/18