



COUNTY OF SOMERSET

ISSUE DATE: 11/16/2018

POSITIONS AVAILABLE LISTING

For Additional Information Contact

DIVISION OF HUMAN RESOURCES

20 Grove Street /PO Box 3000

Somerville, NJ 08876

908-231-7120/908-575-9309 Fax

E-mail address: humanresources@co.somerset.nj.us

APPROVED BY:

DONNA MOZET

HUMAN RESOURCES DIRECTOR

ISSUED BY:

FAITH M. SACINO

HUMAN RESOURCES DIVISION

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
------------	----------------------	-------	--------------	--------------------------

MENTAL HEALTH

Clinical Supervisor I - OPD

0006160379B

\$58,000

7/3/2018

\$77,300

(37.5 hours)

E

CLOSING DATE

11/30/2018

Position Summary: Provides clinical and administrative supervision to Masters and/or Doctoral level staff and student interns and externs to assure effective and ethical delivery of trauma-informed, wellness and recovery services. Provide individual, family, and group therapy to support individuals' recovery goals. Assist clinicians in meeting caseload demands and assist outpatient director in implementing clinical and administrative initiatives. Position documents clinical and supervisory activity per agency policy. Position contributes to agency performance improvement efforts to assure treatment is in accordance with state regulations and accrediting body standards. Position assumes the responsibilities of the Traumatic Loss Coalition Coordinator for the County of Somerset.

Responsibilities: Position will be responsible for the clinical evaluation of clients, formulation of treatment goals and objectives, assignment of DSM related diagnoses. Position will provide psychotherapeutic treatment and case management as needed to clients using appropriate modalities, e.g. individual, group, family therapy. Position will confer with other internal and external providers to assure coordination of care; examples of external providers include, but are not limited to: schools, other agencies, courts, probation, medical personnel, inpatient programs, DYFS, etc. Clients may include children and/or adults who present with a variety of concerns. Service at satellite locations may be involved. Position engages in continuing education to maintain and develop clinical skills, meet agency competency standards, and satisfy requirements for ongoing licensure. Incumbent is on call to schools throughout the County to provide crisis assistance following a sudden and traumatic loss in the community. Incumbent leads the School Crisis Response Team.

Requirements: Master's degree in social work, counseling (or equivalent) from an accredited graduate program; or, doctoral degree (Ph.D., Psy.D.) from a clinical/counseling psychology program or equivalent, including a 1 year clinical internship. Incumbent is expected to be fully licensed in a clinical discipline; Applicants with Masters should have a minimum of 3 years post-degree experience; must have highest level of certification in licensed area to provide clinical supervision. Coordinating potential should be evident in terms of ability to conceptualize clinical and administrative aspects of agency based mental health services and to manage the complexities of various agency based hierarchical relationships. Age specific knowledge and skills: Must be able to demonstrate knowledge and, depending on area of practice, skills necessary to provide care to; children, adolescents, adults and older adults. Must demonstrate knowledge of key principles of growth and development of the life span, possess the ability to assess data reflective of the client's status and be able to interpret the appropriate information needed to identify each client's needs relative to his/her age in accordance with the Center's policies and procedures.

***Acceptance of employment contingent upon passing a criminal background check and pre-employment physical & drug screening.*

****Candidates with lived experience in mental health and/or substance use disorders and in recovery are encouraged to apply.*

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>SOIL CONSERVATION</u>	<u>Erosion Control Specialist</u>	<u>0001800596A</u>	<u>\$49,400</u> <u>\$65,900</u>	7/13/2018
	<p>Position Summary: Position performs technical work in conjunction with the review of erosion control plans, application, and inspection of soil erosion control practices. This work is carried out in accordance with the procedures and standards outlined in the N. J. Soil Erosion and Sediment Control Act, Chapter 251, P.L. 1975 for the reduction of soil erosion and sedimentation damages.</p> <p>Responsibilities: Performs technical reviews of complex soil erosion control plans to assure the plans meet the NJ Standards for Erosion Control. The plan review requires independent judgment and preparation of review reports to obtain additional information and to assure the plan is in compliance with the Standards for Erosion Control. The incumbent is responsible for contact in the State Erosion Control Engineer for assistance if the plan requires greater engineering review. Position reviews plans submitted for certification to determine completeness. Incomplete applications must indicate items where the plans are deficient. Position also determines if a Stormwater Discharge Permit is required under the program the District administers for the Department of Environmental Protection. Position performs on-site investigations and inspections on construction sites to assure erosion control measures are in accordance with the approved plan; reports for documentation and maintenance of suitable records and files of activities are required. Position coordinates all enforcement activities on erosion control violations with the District Manager in accordance with District and State guidelines and policies. Position will assist the District Manager in coordinating enforcement actions with the Erosion Control Inspectors and is be involved in preparation of enforcement summaries and reports necessary in court actions. Position is responsible to the maintenance of the Hydraulic and Hydrologic Database for Storm water Management; database is part of a Statewide information system that requires continuous updating and management as new projects within a watershed are proposed and built; including coordination with the State Soil Conservation Committee on the information and the capturing of old data as plan is destroyed. Position works with (a) design engineers in developing and reviewing erosion control plans to provide the framework for control of erosion during construction and (b) the job supervisor to resolve erosion problems on construction sites and make determinations as to the need for revised erosion control measures or enforcement action. Position must investigate and resolve complaints relating to erosion control; this must be accomplished by using the established State and District guidelines and procedures.</p> <p><i>Requirements: Bachelor of Science degree in Environmental Sciences, Engineering or other related field and five years' experience directly in the area of soil erosion inspection and/or review or Associates Degree in a related field and experience in the field of engineering, construction, landscape or related area and seven years' experience directly in the area of soil erosion inspection and/or review. Basic knowledge of soils, natural resources and construction practices; working knowledge of the "Standards for Soil Erosion and Sediment Control in N.J." and basic hydrology; knowledge and ability to interpret District policies and procedures; ability to prepare clear, informative, and technically accurate reports and an ability to communicate and work with people of various backgrounds and professions. A valid New Jersey driver's license is required.</i></p> <p><i>A CPESC certification is preferred.</i></p>		(40 hours) E	CLOSING DATE 11/30/2018

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>PLANNING BOARD</u>	<u>Senior Planner - GIS</u>	<u>0003901536A</u>	<u>\$44,900</u> <u>\$59,900</u>	9/28/2018
	<p>Position Summary: Position coordinates the work of the GIS Section of the Planning Division; collaborates closely with the Director of Planning and Assistant Director of Planning with regard to prioritization of Division-wide GIS technology use and implementation, including data development and update, database management, staff GIS-skills enhancement and development. Position provides direct technical support to all of the Sections within the Planning Division, provides technical support and oversight to all GIS users within the Division, and directly supervises the GIS/Drafting Staff. The position also conducts a wide and growing range of GIS tasks that directly support complex GIS- dependent planning projects underway by the Planning Division. The position is also involved in assessing the GIS capabilities of the Planning Division and recommending strategies for its enhancement. Position supports the various smart growth, strategic planning, wastewater planning and other initiatives underway in the Division.</p> <p>Responsibilities: Incumbent oversees the development and update of Planning Board GIS datasets, performs ongoing GIS data management tasks that will ensure the best possible data is available for use in completing and updating various plans and initiatives. Researches the availability of GIS resources available from outside sources and determines their suitability and applicability for use in the completion of various Division-wide initiatives. Incumbent will utilize GIS technology, geo-processing methods and spatial analysis tools, including Model Builder tool, to support planning initiatives and policy decisions. Incumbent must have the ability to use computer visualization tools for illustrating various development scenarios would be beneficial but is not a requirement. Incumbent oversees the preparation of various GIS-based maps, tables and other documents for inclusion in reports, studies, presentations, displays and other venues associated with the completion of Special Projects and other Planning Division work plan initiatives. Interacts with the County MIS/GIS Coordinator, the Planning Board's planning and GIS/Drafting staff, consultants under contract with the County, staff of other county divisions and departments, municipal planners and the general public to assist in the completion of various Special Projects and Division-wide work program initiatives. Identifies division-wide GIS training needs and opportunities and advances implementation of the Division's new GIS System Enhancement Strategy. Incumbent performs other duties as assigned by the Director of Public Works or assigned by the Director of Planning.</p> <p><i>Requirements: Undergraduate degree in planning, environmental science or related field with 1-3 years working experience performing planning-specific GIS data development and analysis, as well as specialized GIS training, GIS certificates/certifications and/or continuing GIS coursework. A graduate degree in planning or related field and NJ Professional Planning License are desirable but not required. Familiarity with Municipal Land use Law is also desired. In addition, the position requires strong skills in Microsoft Office Suite, Adobe InDesign, and the use of FTP sites in addition to GIS.</i></p>		(40 hours) E	CLOSING DATE 11/30/2018

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
HEALTH	<p>Public Health Educator 0006991299C</p> <p>Responsibilities: Position responsible for Coordination and facilitation of countywide Cancer Coalition Meetings. Review and analyze the Somerset County Capacity/Needs Assessment Report for the purposes of resource allocation and strategic planning, and for implementation of cancer-related initiatives. Provide and/or coordinate education and outreach activities within Somerset County, assist in the coordination of cancer screenings, assess the Coalition membership and engage new stakeholders as needed. Position is also responsible to liaise with the Morris County RCDC Coordinator to facilitate the implementation of evidence-based strategies of the NJ Comprehensive Cancer Control Grant region-wide. The position 1) Identifies available resources and makes referrals for access to care for populations in need, 2) through outreach efforts residents will be able to describe risks for identified services and get screened, 3) coordinate screenings with local health departments and the larger health system, and 4) Coordinate the activities of the Community Health Worker.</p> <p><i>Requirements: Master's degree in Public Health preferred; BS degree in health education acceptable with completed course work in the following areas: health education theory, education program planning and evaluation, education processes, social and behavioral sciences, research methodology and public health administration and CEHS certification. Three years relevant health education work experience in assessing community health needs and in the planning, implementation, and evaluation of varied and diversified health education programs in either a local health department or state/local health agency; experience in supervising professional, technical and other employees; Ability to analyze and interpret County policies, and to work harmoniously with all departments, associates, subordinates, and others. Ability to read, write and speak English sufficiently to perform the duties of the position. Proficient in word processing, spreadsheet and data base computer applications, specifically Microsoft Office 2010; Proficient in layout and design of electronic and print materials and multi-media applications. Ability to learn and utilize information systems related to the duties of the position. Must possess a driver's license valid in New Jersey.</i></p> <p><i>Preferred: Thorough knowledge of Somerset County policies and procedures; thorough knowledge of regulations, procedures, and responsibilities of the NJ Public Health Emergency Preparedness Program; experience in the preparation of and delivery of media messages regarding public health concerns; Ability to monitor and update a website to assure it stays online, functions appropriately and assures new media users a rich online experience; demonstrated ability to establish and maintain effective working relationships with Federal, State and Local officials, county employees, public health professionals, hospital administrators, media personnel, and the general public.</i></p>		<p>\$54,200 \$72,200</p> <p>(35 hours) N</p>	<p>11/16/2018</p> <p>CLOSING DATE 11/30/2018</p>
			GRANT FUNDED	

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>MENTAL HEALTH CENTER</u>	<p><u>Medical Director</u></p> <p><u>0006161030W</u></p> <p>Responsibilities: Position provides psychiatric assessment and treatment to clients. Position serves as a consultant to staff members. Assesses individuals who present with psychiatric disorders in any clinical setting, records medical history and prescribes in accordance with client needs. Position participates in Performance Improvement; peer review and medical staff activities. Serves as member of Management Team, as consultant to Program Directors, and provides direction and supervision of Medication Clinic. Position participates in policy-making, strategic decision-making and performance improvement direction.</p> <p>Essential Functions</p> <ul style="list-style-type: none"> •Participates as a member of the Management Team in the organization's decision-making structures and processes. •Oversees the quality and effectiveness for the delivery of clinical care in all departments. •Provides direct patient care using appropriate, recognized modalities of treatment; prescribes medication; identifies the psycho education and medication education needs of patients and/or families and provides appropriate learning opportunities. •Provides oversight to Medication Clinic Staff. •Perform psychiatric evaluations, including history and mental status exams. •Complete treatment plans in conjunction with other clinical staff. •Prescribes medication and monitor its benefits/side effects. •Respond to inquiries directed by the nursing staff •Communicate on a regular basis with staff, families, outside agencies. •Maintain thorough, timely clinical documentation. <p><i>Requirements: Completion of Residency in Psychiatry as recognized by ABPN; Board Certification by ABPN; BCLS Certification; experience treating a variety of psychiatric disorders in patients of all ages.</i></p> <p><i>Preferred: At least 2 years of experience in psychiatric administration; lived experience in mental health and substance use disorders and in recovery. Extensive experience with a variety of patient categories and focused experience with one or more sub-categories (e.g. adolescents, dual-diagnosed, etc.).</i></p> <p><i>Acceptance of employment contingent upon passing a criminal background check & pre-employment physical/drug screen.</i></p> <p><i>*Candidates with lived experience in mental health and/or substance use disorders and in recovery are encouraged to apply.</i></p>		<p>\$198,210</p> <p>(32 hours) E</p>	<p>7/13/2018</p> <p>CLOSING DATE 11/30/2018</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>RUTGERS</u> <u>COOPERATIVE</u> <u>EXTENSION</u>	<u>Program Coordinator I</u> POSITION SUMMARY: Plans, implements and evaluates educational events and programs for Family and Community Health Sciences (FCHS) under direction of the FCHS Educator. The incumbent teaches adults and youth, manages multiple priorities and tasks, works with minimal supervision and has strong interpersonal skills. The person collaborates with community groups, creates educational lessons and activities; writes educational articles and/or publications and recruits and trains volunteers for FCHS & RCE programs. Responsibilities: Incumbent will identify and offer educational services to targeted audiences; select or prepare appropriate lesson/curricula, educational materials and evaluations. Incumbent will teach the program including securing necessary supplies; evaluate program effectiveness and maintain program records and write reports. Incumbent will assist FCHS & RCE faculty in conducting programs and trainings. Incumbent will participate as member of appropriate RCE and community coalitions or committees. Incumbent creates and staffs educational or informational exhibits at events. Incumbent plans, sets-up and staffs educational booths of exhibits at events (indoors and outdoors), including the Somerset County 4-H Fair. Incumbent responds to consumer requests for information on basic food preparation, food safety, nutrition or other topics. <i>Requirements: Bachelor's Degree in family & consumer sciences, food and nutrition, public health or related field; five years relevant work experience in the field beyond degree. Incumbent must possess excellent written and oral communication skills; teaching skills, including lesson development and strong interpersonal skills. Incumbent must have strong food preparation and demonstration skills. Incumbent must be proficient in basic computer software programs (Microsoft office) and internet. Good with and social media use; must have ability to use basic audio visual equipment. Incumbent must have a valid NJ driver's license. [County vehicle usually available, but may require occasional use of own vehicle.] Incumbent must have ability to carry program materials and supplies, including audio-visual equipment; ability to arrange physical set-up of class space (move chairs & tables). Incumbent must have ability to work a flexible work schedule, including evening and weekend hours. Incumbent must successfully complete Rutgers Youth Protection training and Rutgers and County required background checks. Complete Rutgers IRB Certification Training.</i> <i>Preferred: Master's Degree in family & consumer sciences, nutrition, public health, education or related field; Bilingual, Spanish. Professional Certification such as Registered Dietitian, Certified in Family & Consumer Sciences, Teaching, Certified Health Education Specialist</i>	<u>0007301267C</u>	\$35,700 \$47,600 (35 hours) E	9/28/2018 CLOSING DATE 11/30/2018

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>FACILITIES AND SERVICES</u>	<p><u>Electrician</u></p> <p>Position summary: Position responsible for the installation, inspection, repair, servicing and maintenance of electrical equipment, appliances, machinery and circuits used for generating; distributing and utilizing electrical energy.</p> <p>Responsibilities: Position inspects, troubleshoots and repairs, maintains and installs electrical wiring, fixtures, appliances, motors, lighting, emergency generators, basic fire alarms, pumps, power circuits, machine motor controllers, elevator utility power, electric security equipment such as maglocks, electric strikes and card readers, intercoms and sound equipment, and other equipment. Position installs, maintains, inspects, repairs and services high and low tension power and light feeders, generating and control equipment, relays, transformers, motors, pumps, switches, outlets, signal systems and other electrical wiring, cables, fixtures and appliances of various types. Position may use various types of test equipment such as ammeters, voltmeters, and ohmmeters and megohmmeters. Position makes emergency electrical repairs, troubleshoots malfunctions and breakdowns, inspects work in progress and completed work for defects, fire hazards or other unsafe conditions. Position works from electrical schematics, plans and specifications in accordance with established procedures, plans and lays out the routing, placement, type, size gauge, balance, load, continuity and proper and safe operation of electrical lines, circuits, systems, equipment and controls. Position prepares basic estimates of labor, materials and equipment needed for completion of work projects; requisitions, stores, safeguards, electrical equipment, materials and supplies. Position maintains records of equipment used, work done, and time spent, as well as other records. Position may be assigned work of other crafts, as needed or in an emergent situation. Shovels snow and/or operates equipment used in snow removal.</p> <p><i>Requirements: High School diploma or equivalent. Five (5) years of experience. Ability to obtain a New Jersey Board of Electrical Contractors Certified Journeyman's License. Must possess knowledge of National Electric Code; knowledge of the nomenclature of various types of conduits and fittings, cables, insulators and other electric equipment. Must have the ability to read and interpret plans, specifications, and diagrams. Ability to read, write and speak English sufficiently to perform the duties of the position. Valid NJ Driver's License with Class B CDL required or ability to obtain CDL within 6 months of employment & acceptable driving record per county standards; no more than 1 DUI conviction within past 10 years; no reckless driving convictions within past 3 years; no more than 9 current points; investigation of any fatal accident or revocation of driving privileges. Acceptance for employment contingent upon passing federally mandated pre-employment drug testing.</i></p>	0001650566A	<p>\$49,928</p> <p>(40 hours) N</p>	<p>10/12/2018</p> <p>CLOSING DATE 11/30/2018</p>
			Two Vacancies	

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>RUTGERS COOPERATIVE EXTENSION</u>	<u>Program Coordinator II</u> Position Summary: Plans, implements, and evaluates educational events and programs, for the 4-H Youth Development Program with moderate supervision from the RCE Faculty. This includes volunteer recruitment and training, networking and collaborating with community organizations, and providing educational programs and outreach to county government and local municipalities, businesses, non-profit organizations, schools, etc. Assist in the coordination of countywide 4-H events and act as a staff liaison to assigned 4-H Association Committees. Responsibilities: Position will plan, conduct, teach and evaluate educational programs for youth and adults in Somerset County. Position will identify and offer educational services to targeted audiences. Position will research, or identify appropriate curricula and educational materials. Position will prepare or obtain necessary class supplies. Position will teach program and document outreach; prepare reports of outreach and impact as well as maintain program & outreach records. Position will evaluate program effectiveness and maintain program records and write reports. Position will assist RCE faculty to train professionals from other organizations; develop and deliver new and innovative programs. Position will participate as member of appropriate community organizations, coalitions or committees. Position will recruit, train and support volunteers. Position will respond to consumer requests for information by mail, telephone, email, or in-person. Position will write lesson plans, and participant handouts within area of responsibility with moderate supervision or review. Position will staff educational or informational exhibits at events. Position will attend appropriate training sessions given by Somerset County Government, Rutgers Cooperative Research and Extension, Rutgers University, or others to be current in subject matter knowledge and educational methodology. Position will on occasion assist with any RCE programs – Family & Community Health Sciences, Agriculture & Resource Management and 4-H Youth Development. Position will attend appropriate staff and other meetings and participate as member of total RCE team; assist with all other duties as assigned. <i>Requirements: Bachelor's degree, at least 2 years of experience teaching in formal or informal educational settings. Excellent written and oral communication skills; computer competency in email, internet, MSWord, MS PowerPoint and other programs. Teaching or training instructor experience. Valid NJ driver's license. [County vehicle generally available. May require occasional use of own vehicle.] Ability to carry program materials and supplies, including audio-visual equipment; ability to arrange physical set-up of class space (move chairs & tables). Flexibility to work evening and weekend hours.</i>	<u>0007301266C</u>	\$32,500 \$43,300 (35 hours) E	10/12/2018 CLOSING DATE 11/30/2018

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>MENTAL HEALTH</u>	<p><u>Substance Abuse Counselor - PT</u> <u>000616777W</u></p> <p>Position Summary: Incumbent will provide trauma-informed, person-centered counseling and case management as appropriate to clarify and support individuals' recovery goals moving toward wellness and improved mental health and quality of life. Services provided must be culturally competent and provided through a trauma informed lens; documents clinical activity per policy; contributes to agency performance improvement efforts to ensure ethical and effective treatment in accordance with state regulations and accrediting body standards.</p> <p>Responsibilities: Incumbent will be responsible for the person-centered evaluation of clients, including strength-based recovery planning goals and objectives, and assignment of appropriate DSM 5 related diagnoses to enhance the recovery process. Incumbent will provide wellness and recovery substance abuse treatment based on the 8 dimensions of wellness, and may provide case management as needed using appropriate modalities. Incumbent will document clinical activity in accordance with agency standards and will participate in supervision to optimize clinical effectiveness and productivity. Consults and collaborates with other internal and external providers to assure coordination of care; engages in continuing education to maintain and develop clinical skills; meets agency competency standards; and satisfy requirements for ongoing licensure (LSW, LCSW, LPC, LAC, LCADC). Incumbent participates in department and agency wide meetings designed to assure program effectiveness, including participation on PI committees when available. May be assigned limited supervisory functions with newer clinicians or students; participates in community consultation and education programs as assigned; participates in system-wide performance improvement. Incumbent works in a collegial manner with Center staff; may provide evaluation and consultation to individuals served in other Center programs. Performs other related duties as assigned.</p> <p><i>Requirements: Master's degree in social work or equivalent from an accredited graduate program; must have an LAC or LSW at minimum. Relevant clinical experience with the dually diagnosed clinical populations, and should be familiar with self-help aspects of treatment (12 Step programs, Dual Recovery, MI, etc.); age specific knowledge & skills; must be able to demonstrate the knowledge and skills necessary to provide care to: adults, children, adolescents, older adults. Must demonstrate knowledge of key principles of wellness and recovery, trauma informed care, cultural competency, growth and development of the life span, possess the ability to assess data reflective of the individual's status and be able to interpret the appropriate information needed to identify each individual's needs relative to his/her age in accordance with the Center's policies and procedures.</i></p> <p><i>Preferred: Minimum of two years of postgraduate experience; knowledge and literacy in use of computer. At or close to full licensure (LCSW, LPC); close to completing LCADC. Bilingual (Spanish/English) and experience/sensitivity working with culturally diverse populations. Other specialized skills/experience is also desirable (sexual abuse, domestic abuse, personality disorders, forensic, or gerontology.)</i></p> <p><i>**Acceptance of employment contingent upon passing a pre-employment physical and drug screen required.</i></p> <p><i>**Candidates with lived experience in mental health and/or substance use disorders and in recovery are encouraged to apply.</i></p>	AA	\$25.00 Hr. - 19 hours per week; No Benefits	10/12/2018

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>NUTRITION CENTER</u>	<p><u>Senior Center Maintenance Worker - PT</u> <u>0006867777Z</u></p> <p>Responsibilities: Position covers essential senior center tasks to ensure client safety and ensure the safe operation/cleanliness of the senior center or as assigned. Responds to senior center client emergencies/illnesses in all areas of the senior center according to policy; assists with any ill or incontinent clients. Performs food service duties as assigned, i.e., cleaning food service equipment/supplies; maintaining storage areas, logging food and equipment temperatures, cooking/reheating selected food items served to center clients. Position participates in meetings and training sessions as scheduled.</p> <p>Daily tasks: sweeping, washing, wiping and vacuuming floors, check garbage disposal area for cleanliness daily and cleans if needed; empties trash/recycling, maintains kitchen grease traps as needed; wipes tables and chairs, cleans glass doors, cleans rest rooms (thoroughly) and spot checks during day to ensure cleanliness (refills paper supplies as needed). Loads and unloads food and supply deliveries needed or directed.</p> <p>Bi-Weekly: Cleans and dusts all furniture in offices and common areas; vacuums upholstered furniture.</p> <p>Monthly: cleans windows and window treatments; polishes senior center equipment & furnishings; cleans and/or organizes the maintenance storage area/shed and dumpster monthly.</p> <p>Twice yearly: cleans oven minimally.</p> <p>Quarterly: cleans refrigerator/freezer minimally.</p> <p>As needed: moves furnishings to accommodate changes in center activities as needed, moves furnishings to thoroughly clean once per year. Climbs ladder to clean items (i.e., light fixtures), change light bulbs or to store/retrieve items. Repairs minor damage to walls, ceilings, windows and doors as needed. Reports need for building repairs to the Nutrition Office. Keeps inventory of cleaning and de-icing supplies and re-orders supplies as needed.</p> <p><i>Requirements: High School diploma or equivalent. Ability to read, write and communicate clearly in English; can communicate effectively with diverse clientele; basic math/clerical skill: excellent interpersonal skills; ability to work effectively as part of a team. Ability to use manual meal packaging equipment for Meals on Wheels program that necessitates lifting both hands simultaneously to a height of five feet above the floor, and lowering them to 40 inches above the floor, repeatedly at a rate of up to 6 cycles per minute for a period of up to 45 minutes per day; ability to load/unload commercial dishwasher (floor mounted) and ability to perform side to side and forward and back repetitive motion tasks. Incumbent must have the ability to stand/walk/reach/bend/squat (bearing weight) for extended periods of time to complete tasks. Ability to lift/use/move food service items, trash, boxes of supplies, senior center furnishings, maintenance equipment up to 50 pounds. Ability to pass state, local food handlers' and other Office on Aging & Disability Services & Disability/Nutrition Program tests with a passing score of 80% or as designated by the testing authority. Valid N.J. Driver's License with the ability to independently travel to alternate locations as assigned. Physical Strength Rating Assessment as per Dictionary of Titles (DOT): Heavy Work. The definition of Heavy Work: exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects.</i></p>	AA		10/26/2018
			Reposted - \$14.00 an hour - No Benefits	

