

Negaunee Senior Citizens Center

Negaunee Commission on Aging
410 Jackson Street
Negaunee, MI 49866

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(906)475-6266
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Chore Worker Job Description

RATE OF PAY

Position is for up to 25 hours a week, depending on funding and client needs, with no comp time. No overtime available. Paid mileage reimbursement. There are no benefits.

GENERAL PURPOSE

The chore worker is employed by the Negaunee Commission on Aging, at-will, to provide chore assistance to senior citizens in their homes.

SUPERVISION RECEIVED

Chore workers are under the direct supervision of the senior center director and social worker.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Complete tasks requested and paperwork to accompany the jobs. Tasks include, but are not limited, to the following: cleaning behind large appliances or heavy furniture; grass cutting, raking or other lawn work; snow removal and window washing.
- Delivery of commodities, meals or other senior needs, as identified by the social work team.
- Turn in completed paperwork, timesheets and mileage logs on time.
- Adhere to all chore worker policies.
- Attend mandatory training sessions during the year.

QUALIFICATIONS

- Valid driver license and clean criminal background check.
- Access to a phone to receive communication from the senior center.
- Minimum one year of experience.
- Physical ability to perform the tasks required.
- Friendly and approachable personality.
- Strong desire to help others.
- Ability to take constructive criticism and direction.
- Respect for senior population.
- Patience and willingness to work with challenging personalities.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.