

# HOUSING AUTHORITY OF THE TOWN OF ENFIELD

1 Pearson Way  
Enfield, Connecticut 06082  
(860) 745-7493  
Fax (860) 741-8439  
TTY/TDD: 800-545-1833 Extension: 849

## **The Enfield Housing Authority is seeking a Dining Room Assistant (Part time 19 hours per week) August 27, 2020**

**Position Summary – Mark Twain Congregate Living Center.** Assist kitchen in setting up, serving, and cleaning up for the resident's meals Monday thru Friday. This includes but is not limited to making coffee, serving tables, delivering meals to residents apartments as needed, clearing and washing tables, counting money received, washing floors, chairs, windows and other areas of the Dining Room and kitchen as needed.

**Major Duties and Responsibilities** (the following are intended to be illustrative and not necessarily all-inclusive)

1. Performs tasks in accordance with established Dining Room and Kitchen procedures.
2. Reports any incidents, or any unusual or unsafe conditions to Congregate Housing Coordinator.
3. Performs cleaning and sanitation tasks in accordance with established procedures. These tasks include, but are not limited to: disinfecting, spot cleaning walls, doors and glass; wet mopping tile floors. Operates powered and non-powered cleaning equipment including brooms, mops, spray bottles, and the like.
4. Ability to perform duties unsupervised.
5. Trash Removal.
6. Performs other related duties as directed by the Congregate Hosing Coordinator.

### **Desirable Knowledge, Skills and Abilities**

1. Ability to operate powered and non-powered cleaning equipment including brooms, mops, spray bottles
2. Ability to establish and maintain effective working relationships with coworkers, and the general public.
3. Ability to understand and follow written and oral instructions.

**Physical Nature of the Position** - Position requires the following physical abilities:

1. Ability to sit, stand, or walk for extended periods
2. Ability to communicate orally and in writing
3. Ability to carry, handle, and move file folders, pens, and other common, light office materials
4. Ability to use a telephone
5. Ability to operate powered and non-powered cleaning equipment including brooms, mops, spray bottles.

**Position may be exposed to the following on a regular basis:**

- |                         |                         |
|-------------------------|-------------------------|
| 1. Odors                | 7. Muscular strain      |
| 2. Verbal abuse         | 8. Chemicals            |
| 3. Vision strain        | 9. Electrical current   |
| 4. Noise                | 10. Toxicants           |
| 5. Airborne particles   | 11. Caustics            |
| 6. Extreme temperatures | 12. Blades/moving parts |

Equal Opportunity Employer/Equal Housing Opportunity



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## Minimum Qualifications

1. High school graduate or GED; and,
2. Some experience with and knowledge of working with food service;
3. Or a combination of education, training, and experience equivalent to the above.

## Special Requirements

1. Ability to be covered under the Housing Authority's fidelity bond.

**Compensation:** \$12.00 Per Hour

**Interested individuals should submit an application and/or a resume of qualifications to:**

**Dining Room Assistant  
Enfield Housing Authority  
1 Pearson Way  
Enfield, CT 06082**

**NO PHONE CALLS PLEASE**

