



Town of Fredonia

Clerk's Office

25 N Main St. * PO Box 217 Fredonia AZ 86022

Office (928) 643-7920

Email: frontdesk@fredoniaaz.gov

Posted Date:

March 28, 2024

Closing Date:

Open Until Position Filled

The Town of Fredonia is hiring for the following position. Please complete a Town of Fredonia application located on the town website or available at the town office along with your resume. Applications are being accepted at the town office or e-mailed to townclerk@fredoniaaz.gov.

Position: Senior Center Aide

Department: Senior Center

Job Summary:

This position includes but is not limited to:

- 1) Home care for elderly and record keeping for all services performed
- 2) Timely processing of paperwork
- 3) Delivery of meals to homebound elderly
- 4) Assist in food preparation and clean up

Requirements:

- 1) Valid driver's license
- 2) Food Handler's Card (may be obtained prior to employment start date)
- 3) Candidates must pass background check, including fingerprinting
- 4) Strong computer skills including powerpoint, word and excel
- 5) Strong analytical skills

Work Hours:

Mon-Fri

8am-2pm

Salary Range:

\$13-\$15/hr DOE

“FREDONIA: GATEWAY TO THE CANYONS”

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