



Town of Fredonia

Clerk's Office

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

Office 928-643-7241

Email: townclerk@fredoniaaz.gov

Posted Date:

July 18,2024

Closing Date:

August 1,2024

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 email to townclerk@fredoniaaz.gov

Position: Senior Center Aide

Department: Senior Center

Job Summary:

This position includes but not limited to:

- 1) Home care for the elderly and recordkeeping 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) Vaid 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: Monday-Friday 8am-2pm

Salary Range: \$14.50-\$16.00 hr.

“FREDONIA: GATEWAY TO THE CANYONS”