

HUMAN RESOURCES DEPARTMENT

Susan Gilmore
City Clerk /
Human Resources Director

Email :
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City of Adamsville
4828 Main Street
P. O. Box 309
Adamsville, AL 35005

Pam Palmer
Mayor

Email :
ppalmer@cityofadamsville.org

Telephone : 205-674-5671, EXT. 2133

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PUBLIC NOTICE

PART TIME POSITION OPEN

**City of Adamsville Senior Center
Part Time – Senior Center Program Aide**

JOB DESCRIPTION ATTACHED

How to apply: You may come by city hall located at 4828 Main Street in Adamsville during regular office hours; Monday through Friday 8:00 a.m. to 4:00 p.m. (subject to closing for holidays, inclement weather, etc..) and fill out an application – please include Resume and References if available when submitting application to the City Clerk/HR Director, Susan Gilmore, also located at this location. If Mrs. Gilmore is not available, leave paperwork with any other team member at City hall, requesting your application be forwarded to Mrs. Gilmore. You may also submit via U.S. Post Office to: HR Director, P. O. Box 309, Adamsville, AL 35005 or email resume to :
sgilmore@cityofadamsville.org

ANY QUESTIONS OR COMMENTS, PLEASE CALL
SUSAN GILMORE
205-674-5671, EXT. 2133

**Starting Date to Apply for job(s) above : 03-7-2013
Deadline Date to Apply for job(s) above : 03-18-2013**

Posted : March 7, 2013

Susan Gilmore, CMC, CMRO
City Clerk / HR Director

The City of Adamsville is an Equal Opportunity Employer

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Senior Center Program Aide

Knowledge-Skills:

Ability to learn and follow safety and sanitation rules and regulations for serving food. Ability to maintain strict standards of cleanliness and sanitation. Ability to understand and follow oral and written instructions. Ability to maintain effective working relationships with employees and with the public. Ability to read.

Compensable Qualifications:

High School Diploma or G.E.D., any combination of education and experience that demonstrates the above knowledge, skills and abilities.

License/Certification Required: Ability to obtain a food certification card or food handler in training within thirty days upon hire.