



# WEBER Human Services

237 26<sup>th</sup> Street Ogden, Utah 84401 801-625-3658 Fax: 801-778-6878 [www.weberhs.org](http://www.weberhs.org)

## Employment Opportunities

***All Applicants Must Complete an Application. Available at:***

**237 26<sup>th</sup> Street, 1<sup>st</sup> Floor Information Booth, Ogden, UT 84401**

**Or print from our website [www.weberhs.org](http://www.weberhs.org)**

**Applications can be submitted in person on the 1<sup>st</sup> floor, by fax, or mail.**

### CLINICAL POSITIONS

None at This Time

### NON-CLINICAL POSITIONS

#### **NUTRITION SITE MANAGER**

**Part-Time** \$7.31/hour (8 hours per week)

Closes When Filled

Job #0112-01

#### **DUTIES/SKILLS:**

Transports food & supplies from central kitchen. Works with volunteers in preparing facility to receive meals from the kitchen, set-up, record food temperatures, clean kitchen and dining area after lunch. Will be responsible for ordering and organizing supplies. Will make arrangements for presenters, health screenings, preventative health services, entertainment and various activities for seniors' participation.

#### **MINIMUM REQUIREMENTS:**

High School graduate or equivalent. Must be able to work both independently and closely with volunteers and staff, communicate well with others, and safety conscious. Must have a valid Utah Driver License with a good driving record. Must have a valid food handler's permit from the local health department. Must be able to frequently lift up to 40 pounds.

#### **OFFICE SPECIALIST 1**

Senior Services Nutrition Program

**Part-Time** \$10.05/hr (25 hours per week, M-F 5hrs a day)

Closes When Filled

Job #0112-01

#### **DUTIES/SKILLS:**

Provide Clerical/Receptionist duties such as, answering telephones, greeting customers. Will distribute mail, file, print, sort, and assemble distribution materials. Run reports, data entry, maintain logs. May assist cooks in the kitchen if needed.

#### **MINIMUM REQUIREMENTS:**

High school graduate or equivalent; familiar with office equipment; must communicate well and provide customer service in person and by telephone; able to lift 25 pounds.

Preference will be given to Spanish speaking applicants

Weber Human Services is an Equal Opportunity Employer and a Drug-Free Workplace

Must be willing to complete a criminal background check and a pre-employment drug screen

Job Opportunities as of 1-30-2012