

The Municipality of Penn Hills – Senior Center is seeking a PT Site Supervisor. This position, which will be located at the William McKinley Citizen Center, is responsible for managing the delivery of meals, implementing social and recreational activities, and responding to the needs of participants at the site. Work involves the knowledge of basic principles of nutrition; ability to maintain accurate records; ability to establish and maintain a good working relationship with participants of the centers, volunteers, public/private agencies and the general public. Must have the ability to maintain an inviting atmosphere within the center. Under the direction of the Senior Services Director, this position supervises and schedules the work of volunteers at the site. Does related work as required.

Applicants are required to possess a high school diploma or GED equivalent and a valid PA driver's license. College coursework with an emphasis on social/recreational programming and experience working with seniors preferred; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. **ServSafe Certification is required (The Municipality will pay for the successful applicant's certification if not already certified).** Preference will be given to those applicants that already possess ServSafe Certification.

2025 hourly wage is \$22.5719/hour, to apply please mail application and resume to Municipality of Penn Hills - Attn: Human Resources, 102 Duff Road, Penn Hills, PA 15235 or e-mail to hr@pennhillspa.gov Applications are available at <https://pennhillspa.gov/employment> .

PENN HILLS RESIDENCY IS REQUIRED WITHIN ONE YEAR OF EMPLOYMENT.

Penn Hills is a residential suburban community outside of Pittsburgh and is an Equal Opportunity Employer.