



# PROVINCETOWN

*Massachusetts*

## PROVINCETOWN HUMAN RESOURCES OFFICE

### Position Opening

#### *COA Program Assistant*

This temporary position is available May through August, 2021 with possible extension. 8 hours/week, \$15.26/hour.

The Program Assistant assists with weekly senior lunch preparation under direct supervision of COA Cook. Tasks include, but not limited to, preparing cooking ingredients, basic cooking duties, packing and labelling meals, kitchen maintenance including dishwashing and sanitization, compliance with COVID protocols, perform other kitchen duties as assigned.

Lunch program is pick up/delivery; no indoor dining. Willingness to take online food handling safety class. CORI check required. Must respect confidentiality of clients.

Applications and job descriptions are available on the Town Website <http://www.provincetown-ma.gov/6/Employment> . Send completed applications to: Human Resource Manager, Town of Provincetown, 260 Commercial Street, Provincetown, MA 02657 or [hr@provincetown-ma.gov](mailto:hr@provincetown-ma.gov) by noon on May 15<sup>th</sup>.

*The Town of Provincetown, Massachusetts is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sex, national origin, marital status, age, or sexual preference, or any other category protected under the state and federal anti-discrimination laws.*

*Alex Morse, Town Manager*

Posted: Provincetown Town Buildings, <http://www.provincetown-ma.gov> , Indeed, CCYP, Town Facebook, Linked In  
Date: April 22 & 29.