



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 24-025 **POSTING DATE*:** FROM: 4/3/24 TO: Until Filled

JOB TITLE: Food Site Aide (two positions available)

RATE OF PAY: \$15.84/hr

LOCATION: Ontario County Office for the Aging

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

Either:

1. Graduation from high school or possession of a high school equivalency diploma; OR
2. Six months paid experience in food service or human service activities.

NOTE: Documented part-time or volunteer experience will be accepted on a pro-rated basis.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require access to transportation to meet field work assignments made in the ordinary course of business in a timely and efficient manner.

APPLICATION DEADLINE / LAST FILING DATE*: until filled

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

Rev. 2/8/2018

ONTARIO COUNTY JOB POSTING INSTRUCTIONS

New vacancies for all Labor Class, Non-Competitive Class, and Provisional appointments will be posted for at least seven (7) working days in all departments prior to being filled. The job can be posted longer, if desired. If there is any question whether or not a job title should be posted, contact Human Resources.

1. A Department Head must obtain all required approvals (County Administrator in cases of vacant existing positions and Standing Committee/Ways and Means Committee as required for new positions) prior to filling a vacancy.
2. The Department Head (or designee) calls Human Resources at 396-4465 to announce the job opening and to request a Job Posting Number. The job description and the current rate of pay will be provided by Human Resources, if needed.
3. The initiating department completes the Job Opening Notice including all relevant information about the job opening and the Job Posting Number. Be sure to use a posting date that allows all departments to receive and post the job for at least seven (7) working days. The "Application Deadline/Last Filing Date" for Labor and Non-Competitive Class positions can be the same date as the "TO" date. In the case of a Competitive Class position being filled on a provisional basis, ask Human Resources if there is a Last Filing Date because a Civil Service exam may have already been scheduled.
4. Distribute the Job Opening Notice to all departments using the email Department Head Distribution List. In the body of the email please note that the Job Opening Notice must be posted conspicuously for seven (7) days before discarding it.
5. As applications are approved by HR, a copy will be forwarded to the department.

JOB TO BE POSTED PER CONTRACT

Provisional

Competitive positions being filled provisionally (pending the results of a Civil Service Exam).

Labor Class

Cleaner
Laborer

Non-Competitive

Account Clerk (Part-Time)
Account Clerk-Typist (Part-Time)
Automotive Mechanic
Building Maintenance Assistant
Building Maintenance Mechanic
Bus Driver
Carpenter
Clerk (Part-Time)
Client Transportation Driver
Cook
Cook-Manager
Document Specialist
Electrician

Non-Competitive, Continued

Food Service Helper
Fire Training Aide (Part-Time)
Food Site Aide (Part-Time)
Heavy Equipment Mechanic
Heavy Equipment Mechanic /Fabricator
Investigator (Public Defender)
Mechanical Systems Maintenance Supervisor
Motor Equipment Operator I
Motor Equipment Operator II
Motor Equipment Operator III
Motor Equipment Operator IV
Painter
Registered Professional Nurse
Senior Building Maintenance Assistant
Typist (Part-Time)
Working Supervisor – Bureau of Highways

FOOD SITE AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position involves sub-professional work in support of the Nutrition programs administered by the Office for the Aging. Work is performed under direct supervision, though the position is outstationed at Nutrition sites and some work may be performed at home. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Accepts reservations for congregate meals;
Provides list of reservations and number of meals to be served to providers of meals;
Assists in preparing the Nutrition site for the delivery of meals and clean up site on a daily basis;
Greets guests at Nutrition site;
Accepts and counts donations received at the Nutrition site;
Counts and reports the number of meals served at the site;
Examines and reports on the quantity, quality and types of food prepared at the site;
Oversees the serving of meals;
Distributes information on the aging programs/services;
Assists in development of meal site programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of Department of Health Food Safety; working knowledge of the programs provided by the Office for the Aging; working knowledge of the needs and interests of older individuals; good telephone skills; good customer service skills; ability to follow verbal and written instructions; ability to communicate verbally and in written form; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from high school or possession of a high school equivalency diploma; or
2. Six months paid experience in food service or human service activities.

NOTE: Documented part-time or volunteer experience will be accepted on a pro-rated basis.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require access to transportation to meet field work assignments made in the ordinary course of business in a timely and efficient manner.

APPROVED: SEPTEMBER 7, 2011

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE