



**Ontario County Department of Human Resources**  
**3019 County Complex Drive**  
**Canandaigua, NY 14424**  
[www.ontariocountyny.gov](http://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 #: 25-025 POSTING DATE\*: FROM: 3/24/25 TO: Until Filled**

**JOB TITLE: Food Site Aide** \_\_\_\_\_

**RATE OF PAY: \$17.00/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\*: \_\_\_\_\_**

\* 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.*

## **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.

### **JOBS TO BE POSTED PER CONTRACT**

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#### **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