



**Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424**

www.co.ontario.ny.us ~ ~ (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 #: _____ **POSTING DATE*: FROM:** _____ **TO:** _____

JOB TITLE: _____

RATE OF PAY: _____

LOCATION: _____

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

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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.

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