



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County Office for the Aging and Youth Services

**Job Title:** SENIOR FOOD SERVICE HELPER (Part Time)

**Salary Range:** \$18/Hour

**Work Location:** 152 West High Street, Ballston Spa, NY 12020

**Classification:** Non-Competitive (No Exam Required)

#### Job Description

Saratoga County is currently seeking qualified individuals interested in filling the position of Senior Food Service Helper. Incumbents lead and direct a team of Food Service Helpers, as well as coordinate coverage at various sites throughout Saratoga County. Travel will be required between nine (9) different meal distribution sites within Saratoga County (Ballston, Corinth, Clifton Park, Galway, Halfmoon, Mechanicville, Saratoga Springs, Moreau and Waterford) and the Office for the Aging.

This is routine manual work in leading, directing and participating in the preparation and service of food for the Senior Community, and may involve cleaning of kitchens and kitchen equipment as necessary. Does related work as required. Details of hours and location will be discussed on the interview level.

#### Minimum Qualifications (at least)

One year of experience serving or preparing food; or any equivalent combination of training and experience.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

#### Typical Work Activities (\*Illustrative)

- Oversee, supervise, and inspect the preparation, and serving of food on the daily school lunch menu;
- Assign subordinate food service personnel to various cleaning and food service tasks;
- Oversee and ensure that correct amounts and types of food are put on carts, and warmers for transport to the kitchen;
- Ensures that serving lines, and steam tables are correctly setup and prepared;
- Oversee, and supervise the collection of lunch monies, and prepare related reports;
- Other related duties as necessary.



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*\*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### **Additional Information**

- Excellent benefits, NYS Retirement and Compensation Plan

### **To Apply (via Link Provided)**

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

**Applications will continue to be accepted until the vacancy has been filled**

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.*

*We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*