



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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

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

**Salary Range:** \$18.70/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 Food Service Helper, serving nine (9) different meal distribution sites within Saratoga County (Ballston, Corinth, Clifton Park, Galway, Halfmoon, Mechanicville, Saratoga Springs, Moreau and Waterford)

This is routine manual work performed under immediate supervision in connection with the preparation and service of food and in the cleaning of kitchens and kitchen equipment. Does related work as required.

#### Minimum Qualifications (at least)

None are required but some experience as a helper in a restaurant or hotel dining room or in general domestic work is desirable.

#### SPECIAL REQUIREMENT(S):

Candidate must possess, and maintain, a valid New York State Driver's License appropriate for the type of vehicle to be operated.

(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)

- Prepares sandwiches and salads;
- Assists in the preparation of vegetables and meats;
- Serves food from steam tables;
- Cleans tables, chairs, serving tables, and other equipment;
- Washes, dries, and puts away dishes, pots, and pans by hand or machine;
- Washes and sanitizes containers for transporting food;
- Sweeps, mops and cleans kitchen;



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- Fills salt and pepper shakers and sugar bowls;
- Helps Cooks in any phase of their duties;
- May transport food and supplies;
- May act as cashier.

*\*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.*