



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street Unit 21
Watkins Glen, NY 14891
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Lorry Johnson
Personnel Officer

Schuyler County Job Opening
Food Service Helper
Full-time 35 hours/week - \$13.53/hr.
Office for the Aging

VACANCY: At the present time, there is one full-time opening in the Schuyler County Office for the Aging. No Civil Service examination is required.

HOW TO APPLY: Submit Civil Service application to Schuyler County Civil Service, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. **Applications due by 4:30 pm on July 23, 2019.**

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

JOB DESCRIPTION: The work involves responsibility for the preparation and serving of food for consumption in a cafeteria or other eating place. Other work includes the cleaning of kitchen equipment, utensils, and dishes. All work is carried out under direct supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares and assembles salads;
Prepares sandwiches;
Assists in food preparation including cleaning, peeling and cutting;
Lifts and carries trays of food for placement in refrigerator and serving areas;
Assists in delivery of food to congregate meal sites;
Ensures that food is packaged and transported in a sanitary manner and is maintained at a proper temperature;
Checks containers to verify that sites receive correct food orders;
Assists with loading and unloading of food containers;
Ensures the cleanliness of the delivery vehicle;
Assists in the serving of meals;
Assists in clean-up at congregate meal sites;
Cleans kitchen, utensils, and equipment after each meal as well as other times per need;
Washes and dries dishes;
May assist in ordering and inventory of stock;
May assist in maintenance of inventory as required;
Maintains an awareness of the well being of clients and reports problems to the appropriate administrator.

MINIMUM QUALIFICATIONS: Must possess and maintain a valid NYS driver's license.

Applications and announcements are available at
www.schuylercounty.us or at the
Schuyler County Civil Service Office
105 Ninth St., Unit 21, Watkins Glen, NY 14891

Date Issued: July 9, 2019