



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson
Personnel Officer

Schuyler County Job Opening

Food Service Coordinator

Office for the Aging

LAST DATE TO FILE: Until position is filled

SALARY: \$23.28/hr (2022 rate) with excellent benefit package ranging from \$10,152 - \$30,653 which includes: NYS Retirement; Health Insurance; option for Deferred Compensation, paid sick, personal, holiday, and vacation time. For full details on benefits the CSEA Admin Unit contract can be found at <http://www.schuylercounty.us/DocumentCenter/View/566/CSEA-Local1000-Admin-Unit-1-1-2020-to-12-31-2025?bidId=>

HOW TO APPLY: Applicants **must** submit an original Civil Service “Application for Employment and/or Examination” to Schuyler County Civil Service office. **Faxed or emailed applications will not be accepted.**

VACANCY: At the present time, there is one full-time (35 hours/week) opening in the Schuyler County Office for the Aging. **The person hired will need to take a Civil Service test at a later date and be reachable on the list to gain permanency in the position.**

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 planning, directing and supervising all activities related to a nutrition program for older adults, including the delivery of nutritious and palatable meals and supportive services. The work also involves ensuring satisfactory performance of volunteers and that food services meet health and sanitation regulations. The work is performed under the direct supervision of the Director of the Office for the Aging. While there are no assigned supervisory duties, individual may act as back up to the Cook Manager and/or Assistant Cook Manager if needed. Does related work as required.

TYPICAL WORK ACTIVITIES:

Monitor and sign off on daily temp logs;

Assist with menu planning;

Utilize Food Processor to create and print out recipes for the Cook and to analyze menus for Head Start;

Assist with ordering of food and supplies as well as emergency meals; communicate with vendors as needed;

Coordinate ordering process with Purchasing and the Administrative Assistant as needed

Assist in the kitchen with food preparation, cooking, packing, serving and washing dishes as needed;

Assist in oversight of kitchen equipment maintenance as well as vehicles used for the nutrition program;

Oversee congregate meal sites- includes collection of client data, making/sharing announcements, problem solving, regular visits to all sites for monitoring, distribution/posting of required documents such as choking posters, DOH Permit to Operate, Evacuation Route Sheets and more;

Provide training to congregate meal site volunteers in collaboration with the Volunteer Coordinator and Registered Dietitian;

Schedule speakers, educational sessions, entertainment and special events at each congregate meal site;

Schedule/conduct fire drills at each congregate site per program regulations, and maintain reports on file as required by state regulations;

Ensure distribution of client satisfaction surveys per the schedule;

Deliver meals to congregate sites as needed;

Update/maintain route sheets and direction sheets for Meal Deliverers;

Deliver meals occasionally due to need;

Assist in contacting home delivered meal clients and/or their emergency contact(s) as needed;

Coordinate with the Case Worker regarding home delivered meal clients;

Ensure distribution of client satisfaction surveys per the schedule;

Ensure distribution of client contribution letters monthly via the Meal Deliverers;

Assist Registered Dietitian in distributing nutrition education and public information related to nutrition;

Coordinate with Director on program closures due to weather and other issues impacting the nutrition program;

Manage Farmers' Market Coupon program annually - advertise, distribute, complete required reports;

Take incoming calls; return phone messages and emails;

Record messages/changes in Communication Log per protocol;

Input client data into the statewide client data system for both congregate meals and home delivered meals;

Update the power point for the Silver Spoon Café weekly;

Submit work requests as needed;

Ensure program forms are updated as needed;

Complete accident reports and submit as needed;

Assist with creation and updating of policies and procedures related to the nutrition program including the HDM Welcome Packets;

Assist with implementing new procedures, programs and/or services;

Maintain files as required by law or program regulation;

Distribute food safety information, recall announcements and other pertinent nutrition-related information to staff and volunteers as received;

Assist with creation of advertising for the nutrition program;

Complete program monitoring as assigned;

Participate in meetings as required and scheduled/Serve on Related Committees;

Participate in training, workshops, and conferences pertaining to older adults;

Fulfill supervisory duties as needed in the absence of the Cook Manager and/or Assistant Cook.

MINIMUM QUALIFICATIONS:

- A. Five years of experience in a nutrition or institutional food program or in the food service industry and graduation from high school; or

- B. Three years of experience in a nutrition or institutional food program or in the food service industry and graduation from a food service focused technical or vocational school or culinary institute; or
- C. Two years of experience in a nutrition program or institutional food program and possession of an Associate degree in nutrition or a closely related field.
- D. An equivalent combination of experience and training as defined by the limits of (A), (B) and (C) above.

** Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. 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.

SPECIAL REQUIREMENT:

Possession of a valid New York State driver's license or otherwise demonstrate the ability to meet the transportation needs of the job

Applications and announcements are available at www.schuylercounty.us or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190
Schuyler County...An Equal Opportunity/Affirmative Action Employer

Date Issued: November 23, 2022