



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street Unit 21
Watkins Glen, NY 14891
(607) 535-8190 Fax: (607) 535-8193
E-Mail: civilservice@co.schuyler.ny.us

Lorry Johnson
Personnel Officer

Job Vacancy Meal Deliverer – 25 hr/week Schuyler County Office for the Aging

LAST DATE TO FILE: Applications accepted until position is filled.

SALARY: \$15.65/hr (2023) and \$16.26/hr (2024) plus mileage

HOW TO APPLY: Applicants must submit a Civil Service “Application for Employment and/or Examination” to Schuyler County Civil Service office. Applications **WILL** be accepted via email or fax. You may include a resume with your application; however, **you may NOT substitute “See Resume”** for completing any portion of the application form. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.**

VACANCY: At the present time, there is one 25 hr per week opening in the Schuyler County Office for the Aging. **There is no Civil Service testing requirement for this 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 the application. Preference in appointment may be given to a resident of the jurisdiction for which there is a vacancy.

JOB DESCRIPTION: The work involves responsibility for the delivery of meals for the Nutrition Program of the Office for the Aging. Responsibilities also include assisting in the preparation and packaging of meals for transport, delivering meals to clients and performing outreach services to current clients and potential participants. Does related work as required.

TYPICAL WORK ACTIVITIES:

Transports meals and large food containers to home and community sites for clients of the Nutrition Program;
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;
Assists in kitchen duties as necessary;
May assist in maintenance of inventory as required;
Prepares the delivery schedule for use by the kitchen staff and other drivers;
Maintains accurate time schedule of pickups and returns;
Ensures the cleanliness of the delivery vehicle;
Maintains an awareness of the well being of clients and reports problems to the appropriate administrator.

MINIMUM QUALIFICATIONS: Must possess and maintain a valid New York State Drivers license. Individual must have and drive their own reliable vehicle.

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 (607) 535-8190

Date Issued: November 27, 2023

Schuyler County...An Equal Opportunity/Affirmative Action Employer