



CATTARAUGUS COUNTY CIVIL SERVICE

HUMAN RESOURCES DEPARTMENT

303 Court Street * Little Valley, NY 14755 * (716) 938-2281 * FAX (716)938-2759

John R. Searles, Personnel Officer

Kristine M. Phinney, Deputy Personnel Officer

SITE MANAGER - Part-time at the South Dayton SWAN Site

Department of Aging

1 Leo Moss Drive, Suite 7610

Olean, NY 14760

<u>Title</u>	<u>No. Positions</u>	<u>Salary</u>
Site Manager	1	Grade 14a - \$19.21 per hour
South Dayton SWAN Site		Part-time Bargaining Unit

The work involves overseeing and participating in the daily operation of an on-site and home delivered meal program. Duties include meal service, organizing support services, and recreation activities. Work is performed under the general supervision of the Nutrition Services Coordinator following Aging Department policies and procedures. Direct supervision is exercised over subordinate employees and volunteers. A Nutrition Site Manager does related work as required.

Minimum Qualifications: None.

SPECIAL REQUIREMENT: Possess and maintain a valid driver's license to operate a motor vehicle in New York State.

Interested applicants must complete a Civil Service Application and submit it prior to 11:59pm on June 5, 2023 to:

Cattaraugus County Civil Service
303 Court Street
Little Valley, NY 14755

Applications are available at the Cattaraugus County website: <https://cattco-portal.mycivilservice.com> .

This job posting is issued pursuant to Article 13, Section 1-3 of the labor agreement. Bargaining Unit members may bid for appointment to the indicated openings by submitting a Civil Service Job Application within five (5) working days, inclusive of the issue date, of this job posting.

Cattaraugus County - an Equal Opportunity Employer

Issued: May 30, 2023