CATTARAUGUS COUNTY CIVIL SERVICE
HUMAN RESOURCES DEPARTMENT

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

Kristine M. Phinney, Personnel Officer

SITE MANAGER (SUBSTITUTE)

Department of Aging

1 Leo Moss Drive, Suite 7610

Olean, NY 14760

Title	No. Positions	Salary
Site Manager - SUBSTITUTE	(ongoing)	$17.74 per hour

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 if stationed at a meal site that could involve the delivery of food/meals.

Interested applicants should complete a Civil Service Application and submit it to:

Kim Connell – Nutrition Program Director

The Pines Healthcare and Rehabilitation

9822 Route 16

Machias, NY 14101

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

Cattaraugus County - an Equal Opportunity Employer

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