



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 (SUBSTITUTE)

Department of Aging

1 Leo Moss Drive, Suite 7610

Olean, NY 14760

| <u>Title</u> | <u>No. Positions</u> | <u>Salary</u> |
|---------------------------|----------------------|------------------------------|
| Site Manager - SUBSTITUTE | (ongoing) | \$14.36 per hour (2021 rate) |

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 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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