



## NIAGARA COUNTY JOB POSTING

### OPEN TO THE PUBLIC

TITLE/POSITION #: Nutrition Services Assistant p/t pos #1368 & 1369

PAY RATE: \$14.93-16.71 hired after 11/16/10, \$17.39-19.45 working on 11/16/10

DEPARTMENT/DIVISION: Office for the Aging

WORK LOCATION: various

STATUS: Permanent

DESCRIPTION: The duties of the position involve responsibility for overseeing the preparation and delivery of nutritious meals at a meal site for the elderly. Incumbents are responsible for staffing the meal site with employees and volunteer workers and for assisting in improving the well-being of the elderly who participate in the activities of the meal site. Assists in the receipt, checking, and storage of food and other supplies. Assists in providing supportive services including outreach, transportation, information and referral, nutrition education and shopping assistance as necessary. Assists in recruiting and training all nutrition services personnel and volunteer workers. Assists in the oversight of volunteers at a meal site. Maintains accurate records including time slips, number of consumers participating in daily program and other forms as required. Supervises and participates in the collection of meal monies. Work is performed under the general supervision of the Nutrition Services Coordinator. Does related work as required.

MINIMUM QUALIFICATIONS: Completion of a standard grade school course;

AND: 1. Two (2) years of volunteer or paid experience in community social work or related field;

OR: 2. Any equivalent combination of training and experience.

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DATE POSTED: **1/18/21** DEADLINE: **1/31/21**

**APPLY ELECTRONICALLY AT: <https://niagara-portal.mycivilservice.com/>**

**OR SUBMIT PAPER APPLICATIONS TO:**

**Niagara County Human Resources**

**111 Main Street – Suite G2, Lockport, NY 14094**

**Applications, Job Specifications, Job Postings & Exam  
Announcements can be found at:**

**<https://niagara-portal.mycivilservice.com/>**

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