NIAGARA COUNTY JOB POSTING

DATE POSTED: **11/16/26** DEADLINE: **11/29/26**

POSITION TITLE/ #: **Nutrition Services Asst p/t - #1351**

POSITION CLASS: **Non-competitive**

PAY RATE: **$21.20 - $23.52** WEEKLY HOURS: **17**

DEPARTMENT/DIVISION: **Office for the Aging**

WORK LOCATION: **Various**

POSTINGS FOR CURRENT EMPLOYEES:

If this is a competitive class position, in order to apply for transfer, you must have permanent competitive status, have completed your probationary period, and be in the same or comparable title (as determined by Civil Service) as this position. Current eligible lists will also be used to fill positions. For questions about title comparability, please contact Civil Service at 716-438-4071 or civilservice@niagaracounty.com.

STATUS FOR CURRENT EMPLOYEES: **Permanent**

Submit letter of interest and resume to:

NAME: **Darlene DiCarlo, Director**

ADDRESS: 111 Main Street, Suite 101, Lockport NY 14094

POSTINGS OPEN TO THE PUBLIC:

STATUS FOR PUBLIC CANDIDATES: **Permanent**

DESCRIPTION: For a complete job description and minimum requirements please visit: https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

The duties of the position involve responsibility for overseeing the preparation and delivery of nutritious meals at a meal site for the older adults. Incumbents are responsible for staffing the meal site with volunteers and for assisting in improving the well-being of the participants. Assists the Nutrition Services Coordinator in the preparation and delivery of nutritious meals and related supportive services for the elderly. The incumbent is required to travel to various meal sites as necessary to ensure coverage. Work is performed under the general supervision of the Nutrition Services Coordinator with leeway allowed for the exercise of independent judgment. Supervision is exercised over kitchen and dining room volunteers. Does related work as required.

MINIMUM QUALIFICATIONS: **Graduation from high school or possession of an equivalency diploma.**

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 here:
https://niagara-portal.mycivilservice.com/

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer

Form Revised 4/4/2023