

Greene County Human Services Department

Job Announcement

FOOD SERVICE HELPER/DRIVER per diem – Athens, NY

Hourly: \$13.48 (Grade 3, Step 0)

This position involves routine manual work performed under supervision in connection with the preparation, service and cleaning of kitchen equipment and location of a food service program. It may also involve the responsibility for the safe and economical operation and care of a passenger vehicle in the transportation of persons, running of errands as directed and delivery of meals. Does related work as requested.

ENTRY LEVEL KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

- Working knowledge of the proper methods of serving food and of the care of tableware, glassware, silverware and kitchen appliances
- Working knowledge of cleaning methods, materials and equipment
- Working knowledge of the operation of a motor vehicle
- Working knowledge of the New York State motor vehicle laws
- Working knowledge of the geography of the county
- Ability to use kitchen knives and other common kitchen tools/appliances
- Ability to perform routine manual cleaning duties
- Ability to lift and carry heavy weights and/or bulk food containers
- Ability to operate a motor vehicle for long periods of time
- Ability to follow oral and written directions
- Ability to work well with others
- Manual dexterity
- Mechanical aptitude
- Physical endurance

ACCEPTABLE EXPERIENCE AND TRAINING: One year experience in the operation of a motor vehicle. Experience as a helper in a restaurant, hotel or in general domestic work is desirable but not essential.

SPECIAL REQUIREMENT: Must have possession of valid New York State driver's license appropriate to the vehicle(s) operated at the time of appointment and maintain that license throughout employment.

Submission of a Greene County employment application is required that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume, but do not substitute a resume.**

Applications can be obtained in person or at:

<https://www.greenegovernment.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>

Qualified candidates should submit an employment application to the Greene County Human Resource Department, 411 Main Street, Catskill, NY 12414 or hr@discovergreene.com.

Note: Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a drug screen or face disqualification.