

# CAREER OPPORTUNITY



## SARATOGA COUNTY DEPARTMENT OF PERSONNEL

### MAPLEWOOD MANOR SUPPORT SERVICES SUPERVISOR

**SALARY:** \$45,806 Plus Excellent Benefits

This is a supervising position responsible for coordinating and implementation of the overall operating policies in the area of support such as linen, dietary and housekeeping services in a Nursing Facility. The work involves the responsibility for planning, coordinating, supervising and managing performances of large number of subordinates. Wide latitude is permitted for the exercise of independent judgment in planning and meeting departmental objectives as outlined by a facility administrator. Does related work as required.

**QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered two-year college with an Associates Degree in Business Administration or food service administration or a related field in food service and two years of support services management experience in a health care facility; or
- (B) Graduation from high school or possession of a high equivalency diploma and (4) four years of support services management experience in a health care facility; or
- (C) An equivalent combination of training and experience as outlined by the limits of (A) and (B).

**SUBMIT RESUME TO:**

John J. Kalinkewicz  
Director of Personnel  
Saratoga County  
40 McMaster Street  
Ballston Spa, New York 12020

Position will be filled pending the results of a Civil Service examination to be scheduled at a later date.

“An Equal Opportunity Employer with an Affirmative Action Program”

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