



**DEPARTMENT OF
HUMAN RESOURCES**

SCOT CHAMBERLAIN, DIRECTOR

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SARATOGACOUNTYNY.GOV

40 MC MASTER ST, BALLSTON SPA, NY 12020

Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.

TEMPORARY OPPORTUNITY

**“Food Service Helper - Part Time”
Saratoga County Office for the Aging and Youth Services**

SALARY: \$16.50/hr *Optional NYS Retirement System Enrollment*

This is routine manual work performed under immediate supervision in connection with the preparation and service of food and in the cleaning of kitchens and kitchen equipment. Does related work as required.

Typical work activities for this opportunity are: (*Illustrative only)

- Prepares sandwiches and salads;
- Assists in the preparation of vegetables and meats;
- Serves food from steam tables;
- Cleans tables, chairs, serving tables, and other equipment;
- Washes, dries, and puts away dishes, pots, and pans by hand or machine;
- Washes and sanitizes containers for transporting food;
- Sweeps, mops and cleans kitchen;
- Fills salt and pepper shakers and sugar bowls;
Helps Cooks in any phase of their duties;
- May transport food and supplies;
- May act as cashier.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Minimum Qualifications:

None are required but some experience as a helper in a restaurant or hotel dining room or in general domestic work is desirable.

Special Requirement: Qualified candidates must have a valid driver’s license at the time of appointment

Candidates may submit application & resume as follows:

Personnel Officer – Civil Service Division
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

Applications will continue to be accepted thru September 22, 2023

Application is required and available in the Human Resources Office or on our website: www.saratogacountyny.gov Resume **may not** be substituted for Application. Applications must be received in our office by end of business on date indicated. Postmarks *will not* be accepted for this posting. No Fax Submissions.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct inquires to the Human Resources Office.

Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.