

DATE: June 25, 2026

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Susan Koppenhaver, Director, Office for the Aging
1003 Development Court, Kingston, NY 12401

JOB VACANCY: Senior Food Service Aide / Permanent/Provisional / Full-Time / Benefited

LOCATION: Business Resrce Cntr

SALARY: \$21.41 / hour (Grade 6)

FILL DATE: July 17, 2026



DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work involving assisting in the preparation and serving of food and the cleaning of food service equipment, utensils, preparation, serving areas and throughout the building as needed. Food service work is performed under the direct supervision of a higher-level employee. Cleaning tasks are performed according to a well-established procedure, and general maintenance tasks are performed under direct supervision or according to specific instructions. General supervision is exercised over the work of other food service personnel. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the proper methods of serving food and of the care of tableware and kitchen appliances; ability to follow oral or written directions; ability to maintain files, order supplies and perform routine clerical tasks; neat personal appearance; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma; OR
- B. One (1) year of full-time paid or its part-time equivalent experience in food service preparation and serving, of food; OR
- C. Possession of a ServSafe Food Handler Certificate issued by the National Restaurant Association, plus six (6) months of full-time paid or its part-time equivalent experience as defined in (B) above; OR
- D. An equivalent combination of training and experience as indicated in A, B and C above.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.