

**WARREN/HAMILTON COUNTIES OFFICE FOR THE AGING
NOTICE OF VACANCY
(Re-issued 1/9/2026, Updated salary information)**

MEAL SITE MANAGER SUBS

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for overseeing the service of food and maintenance of cleanliness in dining areas at meal sites. Work is performed under the general direction of the Nutrition Service Coordinator. Supervision is exercised over the work of volunteer helpers who serve food to elderly persons at the site.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises and participates in the setting of tables and service of food at a meal site;
Supervises the collection of and accounting for cash receipts;
Prepares site layouts and makes recommendations for the maintenance and improvement of plant and equipment;
Keeps records and prepares necessary reports for the Nutrition Service Coordinator and others;
Plans and conducts recreational programs for the elderly in conjunction with meals programs;
Provides information and referral services to elderly participants in the nutrition program;
Provides information to the Office for the Aging and other community agencies to promote increased interest in the nutrition program;
Receives, inspects, stores, and distributes supplies;
Maintains inventory and related records.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of the proper methods of food service; good knowledge of sanitary requirements and proper care for glassware, tableware, silverware and dining areas; ability to plan and supervise the work of others; ability to get along well with elderly people; ability to understand and follow oral and written instructions; ability to keep records and prepare reports; tact; resourcefulness; good physical condition.

MINIMAL QUALIFICATIONS: One year of experience in serving food or one year of experience in a paid or volunteer program involving direct service to the aging; or any equivalent combination of training and experience.

PAY RATE: \$19.11 per hour

MEAL SITE LOCATIONS: Bolton; Cedars; Chestertown; Indian Lake; Johnsbury; Lake Luzerne; Lake Pleasant; Long Lake; Warrensburg; Wells

Interested candidates may submit applications to:

Warren/Hamilton Counties Office for the Aging
Attn: RoseAnn O'Rourke Taft
1340 State Route 9, Human Services Bldg., 1st Floor, Lake George, NY 12845
PH# (518)761-6347
tafr@warrencountyny.gov

Applications may be obtained from www.warrencountyny.gov/jobs.
Or by clicking [here](#).

Warren County is an EOE/AA employer.