



Steven M. Neuhaus  
County Executive

## **VACANCY ANNOUNCEMENT**

### **SITE MANAGER, NUTRITION PROGRAM GRADE 08**

#### **OFFICE FOR THE AGING**

Applications are now being accepted by the Office for the Aging to fill the position of Site Manager, Nutrition Program for the Senior Dining Program. This position is responsible for the daily staff and volunteer supervision and operation of a Senior Dining Program site and/or the OCOFA Central kitchen for the Office for the Aging. It includes responsibility for the preparation and service of congregate and home delivered meals for the elderly; cleanliness and safety of the food preparation and dining areas; knowledge of safe food service; frontline supervision over central kitchen staff; and referrals for supportive services. Duties are performed under the general supervision of the Nutrition Program Supervisor with leeway allowed for exercise of independent judgement in carrying out details of the work. Does related paperwork and fulfills other duties as required.

#### **MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience in a food preparation and service program, which shall have included supervisory responsibilities, OR
- B. Three (3) years of experience as described in (A) above, one (1) year which shall have included supervisory responsibilities.

**SPECIAL REQUIREMENT:** Must possess and maintain a valid driver's license. Due to the location of the position, final candidates will be subject to a New York State Department of Education background check. The cost of which will be covered by the department.

**SALARY:** Orange County Employees – According to CSEA contract for Grade 08  
New Hires - \$25.1211 per hour, \$52,251.89 annually (40-hr work week)

#### **SEND APPLICATION, BY SEPTEMBER 19, 2025, TO:**

Orange County Office for the Aging  
40 Matthews Street, Suite 305  
Goshen, NY 10924  
ATTN: Danielle Diana-Smith, Director  
Or email: [kalben@orangecountygov.com](mailto:kalben@orangecountygov.com)

Employment applications can be downloaded from Orange County's website. Please visit [www.orangecountygov.com](http://www.orangecountygov.com) and follow the link to the Department of Human Resources page.  
Or download directly here: [Application for Employment Application](#)

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