

ACCEPTING RESUMES

Position:	<p>Site Supervisor OhioMeansJobs Post# 3650871</p>
Job Description:	<p><u>BASIC FUNCTION:</u> Assists with preparation, delivery, and service of meals, set up, clean-up of meal service and sites, and complete careful documentation of meals at point of service.</p> <p>Company/ Work address: Ashtabula County Community Action Agency / 4510 Main Street, Ashtabula, OH 44004</p> <p>Minimum Hours/Shift: 15-20 hours weekly– Part time/ 1st shifts/ Monday through Friday.</p> <p>Hourly Wage Range: \$8.15 - \$9.50</p> <p>Minimum Education Required: High school diploma or equivalent</p> <p>Prior to Hire Requirements: Background Check, Driver's License, Drug Screen</p>
Desired Skills:	<ul style="list-style-type: none"> • Valid driver's license, proof of insurance, and reliable transportation • Must maintain professionalism at all times • Ability to express self well, give clear directions, and have strong communication skills • Demonstrate flexibility while working with others • Attend team meetings • Successful completion of background check, DMV, and drug screenings • Unrestricted ability to lift and carry 60 pounds • Ability to work flexible hours <p>Duties as assigned.</p>
How to apply:	<p>Applicants will apply for position by mail at: ATTN: Angie Yelverton/Resource Specialist Supervisor Ashtabula County Community Action Agency 4510 Main Avenue, Ashtabula, OH 44004</p>
<p>OPEN DATE 5/29/18</p> <p>CLOSE DATE 6/29/18</p>	<p>If you need assistance or have any questions, feel free to contact: OhioMeansJobs Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234 Thank you and best of luck OhioMeansJobs Ashtabula County</p> <p>Like us on facebook Follow us on twitter</p>