| Position: | Site Supervisor  
OhioMeansJobs Post #3863204 |
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| Job Description: | **Ashtabula County Community Action Agency is Hiring a Site Supervisor**  
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.  
-Serve Meals cafeteria style  
-Deliver and set up meals  
-Adhere to and see that all state health and sanitation requirements are followed and maintained  
-Part Time/ Seasonal work, 25 hours per week- $9.05 per hour |
| Desired Skills: | -High School Diploma or equivalent  
-Ability to work flexible hours  
-Must maintain professionalism at all times  
-Valid driver’s license, proof of insurance, and reliable transportation  
-Ability to express self well, give clear directions, and have strong communication skill  
-Attend team meetings  
-Unrestricted ability to lift and carry 60 pounds  
-Demonstrate flexibility while working with others |
| How to apply: | Interested applicants may access applications online at www.accaa.org and submit them to:  
Angie Yelverton, Program Development Specialist  
ayelverton@accaa.org  
Fax-(440) 992-4409  
4510 Main Street, Ashtabula, OH 44004 |
| OPEN DATE | 3/13/19 |
| CLOSE DATE | 4/13/19 |

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  
Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs.  
Thank you and best of luck  
OhioMeansJobs Ashtabula County