

COUNTY OF GLENN



Extra Help Employee Senior Nutrition—Driver Community Action Department

Deadline to Apply: Friday, August 22, 2025

COMPENSATION: \$16.55 Per Hour

Glenn County Extra Help Employee **benefits package.**

Applications must include :

- Glenn County Employment Application
- Resume

Interview Date: Wednesday, September 3, 2025

The Extra Help Employee - Senior Nutrition Driver position, under the direction of the Senior Nutrition Manager, will be responsible for ensuring the orderly and timely delivery of daily meals and services to senior citizens. The position requires the ability to plan, organize and coordinate the meal preparation and delivery and congregate services in a courteous manner. The position is at-will, temporary, part-time and scheduled for up to twenty five (25) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will be able to work effectively with senior citizens, establish and maintain cooperative working relationships with those contacted in the course of work.

JOB DUTIES

- Responsible for the safe transport of meals following all food safety principles.
- Accurately pack cold food transport containers with cold food and beverages and ice packs.
- Treat all staff, volunteers and seniors with courtesy.
- Schedule for the pickup and delivery of meals to seniors from the nutrition site.
- Clean the inside and outside of all food transport containers each day.
- Upon return to kitchen, unload van and place all equipment in appropriate storage areas.
- Maintain high standards of sanitation and safety at senior nutrition site.

About Glenn County: Glenn County has a population of 29,132 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

MINIMUM QUALIFICATIONS

EXPERIENCE and EDUCATION:

- One year experience preparing and serving meals

TRAINING:

- Must possess a California Food Handlers Certification
- Must possess a California Driver's License

HOW TO APPLY

A complete, original application must be filed for each position you are interested in applying for. Applications are available online at www.calopps.org/county-of-glenn or in person at the Glenn County Personnel Office at 525 W. Sycamore Street, Willows, CA 95988. You may contact the Personnel Department at (530) 934-6451 and request an application. Applications can be submitted online or in person until **5:00 PM on Friday, August 22, 2025**.

IMPORTANT APPLICATION INFORMATION

Candidates must submit a completed job application packet. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which will include a written practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Extra Help Employee (EXE) temporary (limited benefits) and may be used to establish a list to fill future vacancies for the next twelve (12) months.

COUNTY OF GLENN JOB OPPORTUNITIES



The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.

The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.