

# NOW HIRING

## GIAC Program Assistant - Cook



**The City of Ithaca is now accepting applications for the position of GIAC Program Assistant - Cook.**

---

**Location:** City of Ithaca, NY  
**Department:** Greater Ithaca Activities Center (GIAC)  
**Classification:** Non-Competitive  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** Administrative  
**Salary:** \$39,861 - \$47,391  
**Schedule:** Monday – Friday, 10:00 a.m. – 6:00 p.m.

**Position Description:** The work involves responsibility for performing entry-level work and routine duties by assisting GIAC Program Coordinators and GIAC Program Leaders in conducting multicultural, educational and recreational activities for youth, teens and seniors at the Greater Ithaca Activities Center (GIAC).

The specific duties for the Cook include food shopping and the preparation and cooking of daily snacks and meals for GIAC participants. Duties also include maintaining a clean and safe work environment, completing provided food safety and storage trainings as well as daily reporting and recording keeping of meals served. This position will interact with and serve meals to GIAC participants; therefore, the position requires passing results for the Office of Family and Children Services (OCFS) background check.

To view the complete job description, visit: [GIAC Program Assistant job description](#).

**Minimum Qualifications:** None.

**Preferred Qualifications:** Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.

**Residency Requirements:** There are no residency requirements for this position.

**Benefits:** Refer to the [Fringe Benefits](#) webpage and [CSEA Administrative Unit Collective Bargaining Agreement](#).

### **Supplemental Information:**

- Computers are available for use by appointment. To schedule an appointment, contact the Department of Human Resources/Civil Service at (607) 274-6539 or by email to [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org).
- The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.
- The City of Ithaca is committed to the full inclusion of all qualified individuals. Consistent with the Americans with Disabilities Act (ADA) and the NYS Division of Human Rights (NYS DHR) it is the policy of the City to provide reasonable accommodation when requested without causing an undue hardship. If accommodation is needed, please call (607) 274-6539 or by email to [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org).

### **Application Materials Required:**

- City of Ithaca application

Applications will be accepted until April 30, 2025. Submit required application materials to:

**Web site:** <https://ithaca-portal.mycivilservice.com>

**Attn: City of Ithaca**

**Human Resources Department**

All applications must be submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

**Ithaca is Gorges! We would love to have you on our team!**



Issued: April 15, 2025