BOYS & GIRLS CLUBS
OF THE GREATER SANTIAM
Serving Lebanon & Sweet Home

TITLE: Nutrition Program Assistant

DEPARTMENT: Nutrition

REPORTS TO: Nutrition Program Coordinator

STATUS: Part-Time / Seasonal, hours and days may vary to meet program needs. Occasional weekends and evenings will be required for fundraising/ community events. Generally, Monday through Friday. Sweet Home location: 1:30– 3:30 pm, Lebanon location: 2:00-5:00 pm.

PRIMARY FUNCTION: Under the supervision of the Nutrition Program Coordinator, the Nutrition Program Assistant is responsible for the supervision of the Nutrition Program, preparing and serving food to Club Members and keeping general area clean and organized on a daily basis. Nutrition Program Assistant is responsible for assisting with catering events as necessary.

KEY ROLES:

Food Prep and Serving

- Ensure food prep areas are properly sanitized and organized
- Ensure all cooking tools and utensils are properly stored and sanitized
- Follow all safety procedures when using kitchen equipment
- Ensure all food and ingredients are stored properly
- Ensure eating areas are properly cleaned, including but not limited to: sweeping, mopping, washing dishes, wiping down counters, etc.
- Ensure all waste is properly disposed of
- Work closely with Nutrition Program Coordinator to ensure all guidelines set forth by the USDA program are being followed.
- Receives, organizes and tracks food inventory on a regular basis
- Supervises Club Members during meal times
- Acts as a positive role model for Club Members
- Performs daily tasks in a positive and courteous manner
- Keep daily records of how many meals are served

Catering

- Assist Coordinator in planning menus
- Gather necessary materials and ingredients for catering events
- Assist with meal preparation and presentation
- Serve meals and beverages to attendees as needed
- Demonstrate excellent communication skills
- Clean, organize and restock equipment and food returning from catering event
- Able to adhere to strict schedule and ensure catering events are set up complete and on time

ADDITIONAL RESPONSIBILITIES

- Must report to work prepared and on time
- Must demonstrate excellent hygiene and cleanliness practices
- Must collaborate and communicate effectively with coworkers and vendors as needed
- Must have valid Oregon Driver's License
- Must be able to pass a Criminal Background Check
- Represents the Boys & Girls Club and it's mission while out in the community
- Assists with training of new staff
- Assumes other duties as assigned

SKILLS/KNOWLEDGE REQUIRED:

- Previous work experience in a Boys & Girls Club food program or similar organization setting
- Previous experience working with children
- Strong communication skills
- Able to work well with others and independently
- May be required to perform duties with minimal supervision and must operate out of previously established procedures and guidelines
- CPR and First Aid Certifications (Must be acquired within first 30 days of work)
- Oregon Food Handler's Certification
- Must be 18 or older

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- Active environment that requires employee to be on their feet for hours a time
- May have to withstand warm temperatures, such as working near stove, oven or dishwasher
- Some lifting and moving of moderately sized objects

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job