



## POSITION DESCRIPTION

**Title:** **Program Assistant, Nutrition**

**Work Schedule:** Part-time, non-exempt; generally to be scheduled an average of 25 hours a week between 9:00am – 6:00pm, Monday – Friday with occasional weekend responsibilities for special events.

**Reports To:** Nutrition Coordinator

### **MISSION:**

*"Our Mission is to inspire and empower the youth of Monterey County to realize their full potential to become responsible, healthy, productive and successful citizens."*

### **PRIMARY FUNCTION:**

The Program Assistant, Nutrition supports the Nutrition Coordinator in providing the daily food service demands of their assigned unit. General tasks of the Program Assistant, Nutrition include food preparation, properly handling of food products, following established storage procedures, dishwashing and other cleaning and taking out the trash. The Nutrition Assistant plays an essential role in ensuring that kitchen staff follows proper food service industry guidelines. This position requires having the ability and willingness to work as a team player.

### **Daily Tasks:**

- Store food and kitchen supply deliveries away properly and in a timely manner.
- Check delivery lists against actual deliveries made by food service vendors.
- Check the kitchen bulletin board for food service requests or other announcements related to nutrition for the week.
- Assist with food preparation as needed by the Nutrition Coordinator.
- Prepare meals in coordination with the menu plan.
- Handle food supplies and equipment safely and in accordance with Health Department guidelines.
- Serve meals in an orderly manner, cafeteria style, adhering to established Boys & Girls Club Nutrition Policy guidelines.
- Coach club members to use proper manners and to be courteous to others. Club members will bus their trays to a designated area after finishing their meal.
- Put away left over food properly and in a timely manner.
- Clean and wash trays, pans, utensils and other kitchen equipment daily using the 'clean as you go' method.
- Sweep and mop Community Room floors immediately after meal service.
- Keep all nutrition equipment cleaned and sanitized.
- Keep all spaces, counter tops, sinks, tables, carts, racks, etc. clean and in orderly condition.
- Sweep and mop kitchen floors.
- Make 3 rounds through the Administrative Wing and Conference Room daily to collect used cups and dishes. Wash and store collected dishes daily.
- Be responsible for kitchen security as directed.
- Strive to achieve a high standard of professionalism in effective communication, personal motivation, and interpersonal skills with others.
- Contribute to successful implementation of policies and procedures, professional standards and communication throughout the Boys & Girls Clubs of Monterey County.

### **Additional Duties:**

- Provide proper care and maintenance of kitchen equipment and other assigned resources.
- Manage the Seaside Unit kitchen in the absence of the Nutrition Coordinator.
- Perform other duties as assigned.

### **Assist With USDA Food Program:**

- Provide assistances to the Nutrition Coordinator to ensure daily up-to-date, accurate record keeping regarding the USDA Food Program.

- Assist with daily preparation, meal service, counts and ingredients used for all meals served at the Seaside Unit.

**ADDITIONAL ACCOUNTABILITIES:**

**Working Relationships:**

Members, President/CEO, Vice President of Operations, Unit Directors, Nutrition Coordinator, Program Staff, Administrative Staff, Board of Directors, parents, local, state and federal government officials, law enforcement officials, volunteers, schools, vendors, donors and other youth serving agencies.

**Environmental and Working Conditions:**

- This position requires the ability to perform work in a highly interactive and emotionally and physically stimulating environment.

**Maintain and uphold the eight attributes of integrity:**

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| <ol style="list-style-type: none"> <li>1. <b>CHARACTER:</b><br/>Consistency between word and deed</li> <li>2. <b>HONESTY:</b><br/>Truthful communication</li> <li>3. <b>OPENESS:</b><br/>Operational transparency</li> <li>4. <b>AUTHORITY:</b><br/>Employee encouragement</li> </ol> | <ol style="list-style-type: none"> <li>5. <b>PARTNERSHIP:</b><br/>Honor obligations</li> <li>6. <b>PERFORMANCE:</b><br/>Accountability throughout the organization</li> <li>7. <b>CHARITY:</b><br/>Generous community stewardship</li> <li>8. <b>GRACIOUSNESS:</b><br/>Respect and discipline</li> </ol> |
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**QUALIFICATIONS REQUIREMENTS:**

**Minimum Qualifications:**

- High school diploma or GED equivalent.
- At least 3 years of training and practical experience in the food service industry.
- Valid current ServSafe Certification credential.
- Working knowledge of commercial kitchen equipment and relative cleaning procedures.
- Ability to observe safety rules and regulations.
- Must possess adequate strength to lift up to 50 pounds repetitively.
- Ability to be a self-starter and work with limited supervision.
- Successfully complete pre-employment background check and drug test.
- A positive attitude and mature personality conducive to working effectively as a team player.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: \_\_\_\_\_  
Incumbent
Date

Approved by: \_\_\_\_\_  
VP of Operations
Date