

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

NUTRITION SERVICES ASSISTANT I

POSITION SUMMARY:

Prepare, cook, bake and package food for distribution in quantity while adhering to the Child and Adult Care Food Program & Alameda County Department of Environmental Health standards. Responsible for verifying quantities of stock items and maintaining safe and sanitary work conditions.

POSITION OVERVIEW:

- Employment Type: Full Time/Non-Exempt
- Salary: \$23,996-29,244 annually
- Location: Warm Springs Administrative Office
- Job Category: Nutrition
- Reports to: Nutrition Services Assistant Manager
- Supervises: None

PRIMARY RESPONSIBILITIES:

- Wash, cut, assemble, prepare, cook, bake and package food in quantity for the purpose of providing nutritious meals.
- Measures, weighs, and mixes necessary ingredients in accordance with menu and standardized recipes.
- Performs mathematical calculations to adjust recipes and portion sizes. Has knowledge of basic math measurements, can add multiply and divide accurately.
- Knowledge of weights and measures to accurately weigh and measure items for packaging.
- Prepares required reports and maintains daily production worksheets, following record keeping requirements.
- Cleans equipment, supplies and facility to ensure safe and sanitary work area and working conditions.
- Maintains proper and safe storage of food and supplies.
- Safely operate all commercial kitchen equipment for the purpose of preparing meals.
- Maintains storage areas in neat order as required in: freezer, refrigerator, dry storage, laundry area, and storage racks.
- Uses interpersonal skills using tact, patience and courtesy.
- Packs and loads delivery proportionate for order.
- Maintains inventory of backup food and supplies for each delivery site.
- Transporting food when required according to procedure and unloads at site. Documenting temperature and placing cold items in site refrigerator.
- Picks up reusable containers and dishes from locations for cleaning and sterilization at central kitchen.
- Responsible for maintenance of transportation process including vehicle safety inspection, gas check, cleanliness, safety precautions, road safety.
- Maintains clear and ongoing communication, provides documentation for the purpose of providing written support.
- Attends meetings and trainings as requested.
- Implements safe work practices in accordance with Alameda County Department of Environmental Health, CACFP and agency Health and Safety regulations.
- Identify workplace hazards and/or unsafe conditions, take appropriate action to make the area safe, notify supervisor.
- Works as a member of the agency team by promoting the mission and philosophy of the organization.
- Maintains confidentiality of children, families and staff.
- All other duties as assigned.

POSITION QUALIFICATIONS/REQUIREMENTS:

- Must have a high school diploma or equivalent
- Must have two years of experience in quantity cooking in a commercial/industrial setting
- Possession of a valid California Driver License with the ability to operate agency vehicles

COMPANY WIDE JOB REQUIREMENTS:

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

ADMINISTRATIVE WIDE DEMANDS:

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

EDUCATION WIDE PHYSICAL DEMANDS:

Job duties will be performed in a school environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This role will require long periods of standing and walking
- The ability to lift, push, pull, carry, and/or move up 30lbs

FACILITY/MAINTENANCE WIDE PHYSICAL DEMANDS:

Job duties will be performed in both an office environment as well as outside and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job

- The ability to perform heavy physical labor and lift or move maintenance equipment of various weights will be required
- The ability to lift 30lbs chest high will be required

NUTRITION WIDE PHYSICAL DEMANDS:

Job duties will be performed largely in a kitchen environment; however the ability to drive long distances will be required using agency insured vehicles. The physical demands here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- The ability to lift and carry moderately heavy supplies up to 50lbs
- The ability to operate company insured vehicles

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

Equal Opportunity Employer/Drug Free Workplace

HOW TO APPLY: To apply for this position please complete an application at

<http://kidango.org/Opportunities.asp>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.