



**BOYS & GIRLS CLUBS**  
OF PORTLAND METROPOLITAN AREA

**Boys & Girls Clubs of Portland**  
**Job Announcement**  
**Coordinator of Nutrition Services**

The Boys & Girls Club of Portland is looking for a creative, impassioned individual dedicated to cooking and serving fresh, nutritious, high quality meals for youth in the community. Meeting this foundational need for our young people is one best ways we can help make sure they are prepared to achieve and succeed. If you are looking for a rewarding and inspiring career working with a committed, fun, and enthusiastic team focused on supporting youth and families in your community apply to be a Cook/Coordinator of Nutrition Services with the Boys & Girls Clubs of Portland today!

This is a hands on position responsible for the overall operations of the Kids Café at a club site and is primarily responsible for guaranteeing nutritious and appealing meals and snack are served to the children attending the program. This includes the duties of **menu planning, meal preparation and service, supervision of Kids café part time staff and volunteers, implementation of cooking/nutrition classes, reporting of meal service and record keeping.**

This as a full time, salaried, non-exempt position that is eligible for a generous package of benefits, including medical, dental, vision, life, LTD, 403 (B) and paid time off. Salary \$28-\$30K per year.

**Application Instructions:** Please submit: (1) BGCP Employment Application which can be found at [www.bgcportland.org](http://www.bgcportland.org), (2) Cover Letter, and (3) Resume. All requested materials must be submitted in order to be considered for a position.

*All candidates must pass post-offer/pre-employment requirements, including: Criminal Background Check and Verification of Employment*

**Position Responsibilities**

- Prepare meals and snacks daily that meet USDA requirements to be served to youth attending the Boys & Girls Clubs.
- Plan and coordinate meals monthly. Work closely with the Oregon Food Bank, USDA and other food entities to ensure quality food delivery and accurate number of deliveries to sites.
- Maintain cost control and inventory systems of all food and supplies based on Child and Adult Care Food Program (CACFP) procedures including records of food production, service and attendance. Report required CACFP compliance documentation including actual meals served on a daily basis, monthly basis, and annual basis to the CFO and Senior Director for monthly processing.
- Train and supervise other staff assigned to the Café, including Nutrition Services Assistants and volunteers in conjunction with the Program and Club Director.
- Teach and/or support cooking/healthy eating classes to a wide variety of the Club population.
- Report equipment and facility issues to Club Director to ensure speedy repairs of equipment in the Kids Café.
- Communicate with BGC members and staff in a positive and professional manner utilizing appropriate customer service and interpersonal skills.
- Handle other duties and responsibilities as deemed necessary by the Senior Director, Club Director.

## **Position Qualifications**

- BA in Food Service, an accredited degree from a Culinary Institute or 3 years experience working in a commercial or school kitchen preferred.
- Possess a Food Handlers Card.
- Knowledge of principles, tools and techniques of food service management, including planning and purchasing, menu planning, modification of recipes, preparation of foods.
- Knowledge of inventory control procedures, procurement and storing of food items and supplies and CACFP, SFSP reimbursement policies and procedures.
- Knowledge of the practices, methods and procedures of volume food preparations; food values, characteristics and nutrition; personal hygiene, food handling, sanitation and safety precautions.
- Experience in instructing food and nutrition classes preferred.
- Ability to meet established schedules/deadlines as part of normal routine: accepting a variety of daily activities while maintaining high accuracy.
- Strong communication skills, both oral and written.
- Must possess the ability to work independently and efficiently without direct supervision.
- Ability to maintain confidentiality in all assignments and responsibilities.
- Leadership position where performance and overall organization expectations are modeled.
- Valid driver's license with good driving record preferred

## **Working Environment & Physical Requirements**

The job's functions require the following physical demands: occasional carrying, pushing and/or pulling, climbing; stooping, kneeling, crouching and/or crawling; frequent reaching, handling, speaking, writing, hearing, fine finger dexterity; standing, walking, sitting, and lifting up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus. Must have the ability to taste and smell. High volume of work and strict adherence to workload may be stressful. Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, smoke, unpleasant odors and/or loud noises.