



BOYS & GIRLS CLUBS
OF PORTLAND METROPOLITAN AREA

Boys & Girls Clubs of Portland
Job Announcement
Nutrition Services Assistant - PT

Boys & Girls Clubs of Portland is looking for an exceptional individual to serve as Nutrition Services assistant. The Nutrition Services Assistant ensures that meal service and supervision during meal times is orderly and safe. He/she assists with preparation of meals, clean up of café and kitchen and assists with implantation of the cooking/nutrition classes. He/she is reports to the Coordinator of Nutrition Services.

Application Instructions: Please submit: (1) BGCP Employment Application which can be found at www.bgcpportland.org, (2) Cover Letter, and (3) Resume. All requested materials must be submitted in order to be considered for a position. Wage \$9.75 per hour.

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

Position Responsibilities

- Assist in the planning, implementation and delivery of exciting and engaging cooking/nutrition programs for youth ages 6-18.
- Carry out simple preparation of foods, including vegetables, salads, sandwiches, sauces, premixes, frozen and dehydrated products and assist the Kids's Café Supervisor in cooking foods by frying, boiling, steaming etc., using all large and small kitchen equipment provided.
- Assist with the setting up of the service counter, serve food according to the type of service used, and clean area afterwards.
- Manage and monitor BGC member's behavior during meal service, providing guidance when appropriate.
- Set up dining room furniture and prepare the room for dining, clearing and dismantling same and leave in a clean condition.
- Wash crockery, cutlery, cooking and serving utensils and kitchen equipment, clean floors, walls and surfaces in the kitchen and dining room, using materials and methods prescribed by BGCP policy and Supervisor. Perform in depth cleaning tasks on cleaning days.
- Perform cleaning tasks as directed by the Kid's Café Supervisor in kitchen store areas, internal and external waste bin and ground level drain areas.
- Provide assistance with special function catering and any other catering services undertaken by the kitchen.
- Maintain and care for applicable equipment and supplies.
- Provide physical support when purchasing, obtaining and transporting food products.
- Communicates with BGC members and staff in a positive and professional manner utilizing appropriate customer service and interpersonal skills
- Complete and process paperwork and reports as needed in support of the Program and the Kid's Café Supervisor.

Position Qualifications

- The Program Assistant must have a high school degree or currently be working towards a degree.
- He/she must possess knowledge of kitchen practices and a minimum of one-year experience working with youth is preferred.
- If the Program Assistant is needed to drive a Club vehicle he/she must be at least 21 years of age and possess a valid Driver's License.

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.