



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

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

Boys & Girls Clubs of Portland is seeking Nutrition Services Leads for our Blazers Club location. Join our dynamic team and be prepared to be challenged, to work hard, and to participate in a vibrant, mission-driven environment. Be prepared to fall in love with the work we do and the youth that we are privileged to serve each day.

The Nutrition Services Lead is responsible for guiding and assisting assigned personnel in food service operation, preparing and distributing food service items for consumption by members; maintaining inventories of food service items; and maintaining facilities in a sanitary condition

**Application Instructions:**

Please submit a cover letter, resume and completed application form ( available at <http://bgcportland.org/employment/>) to [jobs@bgcportland.org](mailto:jobs@bgcportland.org) or return to nearest Boys & Girls Club of Portland. This is a part time(29 hours per week – afternoons during academic year) hourly (\$13) position.

We encourage you to apply if you meet the following qualifications:

- Prior job related experience in food preparation, serving and basic kitchen activities, with increasing levels of responsibilities, preferably in school and/or instructional setting.
- Operate and care for institutional kitchen equipment (including but not limited to stoves, ovens and dishwashers).
- Knowledge of modern methods of food preparation, health codes and sanitation principles.
- Skills to perform basic arithmetic calculations, use standard office equipment and computer.
- High School diploma or equivalent.
- Food Handler Permit.
- Ability to pass a criminal background check.
- Bilingual/bicultural preferred.

**Position Responsibilities:**

- Must enjoy cooking and working with youth
- Directs and assists the preparation of meals in sufficient quantity and quality for all students for the purpose of meeting youth's CACFP nutritional requirements.
- Estimates food preparation amounts for the purpose of meeting projected meal requirements and minimizing waste.
- Ability to handle food in a safe and efficient manner
- Serving food according to the type of service used, and clean area afterwards.
- Set up café tables and prepare the space for meal service, clearing and dismantling the same and leave in a clean condition.
- Cleans and maintains utensils, equipment and the storage, food preparation and serving areas for the purpose of maintaining safe and sanitary conditions
- Perform in depth cleaning tasks including; kitchen store areas, internal and external waste bin and ground level drain areas.
- Maintain and care for applicable equipment and supplies.

- Provide assistance with special function catering and any other catering services undertaken by the kitchen.
- Works with the manager to order food and supplies for the purpose of maintaining an adequate inventory to complete jobs efficiently.
- Provide physical support when purchasing, obtaining and transporting food products. .
- Maintains positive relations with BGC members, staff and community in professional manner utilizing appropriate customer service and interpersonal skills
- Complete and process service tracking paperwork and reports as needed.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**Working Environment & Equipment Used:**

The job's functions requires the following physical demands: occasional lifting (50 pounds), carrying, pushing and/or pulling; some climbing; some stooping, kneeling, crouching and/or crawling; and significant reaching, handling, speaking, writing, hearing, and fine finger dexterity; frequent standing, walking, and 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. High volume of work and strict adherence to workload may be stressful.