



BOYS & GIRLS CLUBS
OF PORTLAND METROPOLITAN AREA

POSITION PROFILE

POSITION TITLE: NUTRITION SERVICES LEAD

REPORTS TO: CLUB DIRECTOR

CLASSIFICATION: PART TIME/NON-EXEMPT

STARTING PAY IS \$14.25/HOUR

BGCP'S mission is to empower all young people, especially those who need us most, to discover their full potential as caring, engaged, responsible community members. BGCP's top priorities are to ensure an inclusive, diverse and equitable work environment with an uncompromised commitment to safety. We are committed to filtering all policies and practices through an equity-based and trauma-informed care lens. We position ourselves as lifelong learners and seek individuals who have demonstrated dedication to creating safe and nurturing environments. We seek individuals who are dedicated to supporting extraordinary experiences for youth, are exceptional team members, have an investment in our surrounding communities, and are hungry for ongoing personal growth and professional development.

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 with whom we are privileged to serve each day. For more information on BGCP and our work visit: <http://bgcpportland.org/about/>

BGCP is currently searching for a Nutrition Services Lead. 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.

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.
- All BGCP employees are Mandated Reporters and must report any suspected Child Abuse or Neglect to their direct supervisor.

Position 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.

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.

Diversity and Inclusion: At BGCP, we do not just accept difference; we value it and support it to create a culture of dignity and respect for our employees.

BGCP is proud to an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, military status, national origin or any other characteristic protected under federal, state, or applicable local law.

Under Oregon Law, qualifying veterans may apply for veterans' preference.