



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.

JOB ANNOUNCEMENT

FOOD SERVICE ASSISTANT (PART- TIME)

APPLICATION DEADLINE: **OPEN UTIL FILLED**

Position no.:	1017	Union Status:	Union
Starting Pay/ Range:	\$10.17- \$11.22 p. hr.	Status/ Hours:	Part Time/ Non- Exempt
Hours of Work:	7:00 am- 10:30 am	No. of Weeks:	52
Dept. / Program:	Child Care Food Program		
Location:	Central Kitchen- 1929 Hancock St., San Diego, CA 92110		

Basic Job Assignment:

Under supervision, maintains cleanliness of kitchen equipment, dishes, and facility. Assists in the preparation of large quantities of food, including meals and snacks, for distribution to NHA's clientele. Packs, drives and delivers food to sites as needed and performs related work as required.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of and ability to observe Kitchen safety and sanitation practices, methods of care, use and cleaning of kitchen tools and equipment; basic safety procedures as applied to food preparation, basic math; can communicate effectively with staff, managers, clients/ participants, and individuals of varying levels outside of the department and organization; is well organized and is able to plan and prepare in a thorough fashion; practices good personal hygiene; and has demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

Qualifications:

- One year of food preparation experience; **AND**
- At least one year of experience driving a high cube truck.
- Must be at least 18 years old at the time of appointment.
- A valid California Drivers' License;
- Must possess a current food handler's card.

Example of Major Functions:

- Assists in all aspects of food preparation and distribution of large quantities of food;
- Cleans, cuts, trims, grinds, chops and/or slices meats, vegetables, fruits and breads;
- Opens containers, bags of frozen vegetables, fruits, dry goods, cereals;
- When assigned cooks, steams and/or assists cook in cooking vegetables, meat and other food;
- Divides food into delivery meal containers;
- Loads, drives and distributes food and other supplies to various preschool, school, and senior nutrition sites daily;



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- Unloads carts upon return; cleans, sanitizes containers and carts, work station and floors; washes tools and equipment;
- Mops and sweeps kitchen; inspects and maintains vehicle for operating condition and safety;
- Checks head lights, brake lights, tail lights, signal lights, mirrors, tires, gas gauge;
- Completes and/or ensures that sites complete assigned documentation;

APPLICATION SUBMITTAL INSTRUCTIONS:

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41st Street, San Diego 92113; or on the Agency website at www.neighborhoodhouse.org. Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/ emailed to: recruiting@neighborhoodhouse.org.

Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions and/ or certifications must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your official degree transcripts or diploma or foreign equivalency report and/ or certification to your application. Please only submit the documents required.

- ***Please submit a DMV printout of your H-6 with your application.***

NOTE: Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.



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HOW DID YOU HEAR ABOUT THIS POSITION WITH THE NEIGHBORHOOD HOUSE

- ☐ NHA Website (www.neighborhoodhouse.org)
- ☐ Jobing.com
- ☐ Indeed.com
- ☐ Edjoin.org
- ☐ Jobs @ Head Start
- ☐ NPworks.org
- ☐ Caljobs.ca.gov
- ☐ Backpage.com
- ☐ CALSAC.org (CA School Age Consortium)
- ☐ Community College or University Website: _____
- ☐ Employee Referral: _____
- ☐ Other: _____

BENEFITS:

Eligible employees receive the following benefits: Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

INTRODUCTORY PERIOD:

All regular appointees serve 6 months introductory period.

CITIZENSHIP/IMMIGRATION STATUS:

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

Please note that offers of employment are only valid if they are made by the Human Resources Department



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