



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 (FULL TIME)

DATE POSTED: FEBRUARY 23, 2015

APPLICATION DEADLINE: May 20, 2016

Position no./ Range: 1017/ 35.51

Union Status: Union

Starting Pay/ Range: \$10.32- \$11.39 p. hr.

Status/ Hours: Full Time/ Non- Exempt

Hours of Work: 4:30 am- 1:30 pm (Central Kitchen)

No. of Weeks: 48

Location: Central Kitchen-
7818 Wilkerson Court, San Diego, CA 92111

Dept./ Program: Child Care Food Program

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.

The duties and responsibilities of this position equate to approximately 50% kitchen preparation and 50% driving and delivery.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of and ability to understand 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 21 years old at the time of appointment and have a clean motor vehicle record.
- A valid California Driver's License in effect for at least three (3) years;
- Must possess a current Food Handler's card or be willing to take and successfully pass the Food Handler's Exam prior to start date.
- Must meet and maintain state law and county licensing requirements regarding employment in a child care center (fingerprints, TB).



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

Example of Major Functions:

- Assists in the preparation and distribution of large quantities of food;
- Drives a 14' high cube truck on a daily basis to deliver meals to sites;
- Cleans, cuts, trims, chops and/or slices meats, vegetables, fruits and breads;
- Opens containers and bags of frozen vegetables, fruits, etc., or dry goods and cereals and slices, divides, etc.;
- Steams and/or assists cook in cooking vegetables, meat and other food;
- Divides and/or assists cook in dividing food into appropriately sized containers for sites;
- Loads carts for site distribution and unloads carts upon return;
- Maintains dish machine with daily cleaning, regular descaling, and keeping logs up to date;
- Sweeps, mops, and cleans floors and floor drains;
- Removes trash and garbage to designated areas;
- Transfers supplies/ equipment within and between storage and work areas such as dry store room and dish room;
- Cleans equipment using specific chemicals to ensure sanitary standards; conducts major cleaning of refrigerators, storerooms, and equipment;
- Cleans, sweeps, and mops the kitchen, offices spaces, restrooms and other facility spaces as assigned;
- Cleans and sanitizes tools, equipment, tables, hot and cold storage, dishes, and floors;
- Follows all safety and sanitation policies and procedures;
- Distributes food and other supplies;
- Loads food carts and other supplies for assigned sites;
- Drives to assigned sites and unloads;
- Inspects and maintains vehicle;
- Completes and/or ensures that sites complete assigned documentation;
- Prepares documents or emails using a computer and performs administrative tasks such as filing/sorting paperwork;
- Provides support with client services, as appropriate.



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

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 H-6 printout 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.

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