



# 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 (FT, PT, & ON- CALL)

**DATE POSTED: JANUARY 3, 2017**

**APPLICATION DEADLINE: ONGOING POSTING**

**Position no.:** 1017

**Union Status:** Union

**Starting Pay/ Range:** \$11.50- \$12.70 p. hr.

**Status/ Hours:** FT, PT, & OC / Non- Exempt

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

**No. of Weeks:** 48

**Location:** Central Kitchen- 7818 Wilkerson Ct., SD, CA 92110

**Dept. / Program:** Child Care Food Program/CK

#### **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 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 18 years old at the time of appointment.
- A valid California Driver's License;
- 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.

#### **Example of Major Functions:**

- Is largely responsible for the cleanliness of the kitchen, offices spaces, and restrooms;
- 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;
- Assists in the preparation and distribution of large quantities of food;



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- When assigned, 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.;
- When assigned, cooks, 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;
- Cleans and sanitizes tools, equipment and work station;
- Cleans work station counters and floors;
- Mops/ sweeps kitchen, washes tools, equipment, work tables, walls, refrigerators and other dishes as assigned;
- 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;
- Provide support with client services, as appropriate.



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### **APPLICATION SUBMITTAL INSTRUCTIONS:**

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://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](mailto: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.

### **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**