



## POSITION DESCRIPTION

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**TITLE:** Nutrition Server / Dishwasher (Part-Time or Regular Part-Time, Wage Employee)

**EXEMPTION STATUS:** Non-Exempt

**DEPARTMENT:** Nutrition Department [Moseley Center / Meridian Club / Caldwell (Seasonal)]

**REPORTS TO:** Nutrition Director

**COMPENSATION: (Starting)** \$7.25-\$8.25 /hour DOE, Limited Benefits

**HOURS:** 10-19 hours per week for Part-Time / 20 – 29 Hours/Week for Regular-Part Time

**PRIMARY FUNCTION:**

All Servers / Dishwashing Staff are responsible for prepping and serving food for diverse populations of youth meeting federal, state and local food safety and sanitation guidelines while completing all the duties associated with the food service including, but not limited to dishwashing, sweeping, and mopping of kitchen and cafeteria.

**KEY ROLES (Essential Job Responsibilities):**

*Food Services*

1. Help head cook prep and serve food for USDA Sponsored Food Programs.
2. May be asked to transport meals to off-site locations.
3. Serve meals to youth observing all proper food safety practices and USDA regulations.
4. Record meal counts for all meals served.

*Team Member Support*

5. Report to work on time each day for all scheduled shifts and make timely and appropriate requests for work schedule adjustments as provided in training.
6. Communicate professionally and appropriately with all paid staff, volunteers, parents, and/or children, modeling the club values of respect, responsibility, and integrity.
7. Respond to requests from the Head Cook and/or Nutrition Director effectively.

*Cleaning*

8. Clean the kitchen, food contact surfaces, cafeteria, dishes and other work settings as assigned.
9. Set-up & break down of cafeteria tables, carts, coolers and refuge containers.
10. Accomplish all side work duties as assigned.

*Inventory*

11. Organize inventoried product following first in, first out protocols.
12. May be asked to check in food or milk deliveries from outside vendors.

**RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with co-workers and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions.

**External:** Maintain contact with Nutrition Director as needed to foster community relations.

**SKILLS/KNOWLEDGE REQUIRED:**

- Complete Idaho Food Handler's Safety Class within first 30 days of employment.
- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Ability to lift a minimum of 30 lbs.
- Possess a valid driver's license or have stable transportation to and from work.
- Must possess an interest in working with children.
- A minimum of one-year work experience in a USDA Sponsored Food Program is preferred, but not required.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, nor limit the ability of the organization to create its own boundaries around employee work performance or compensation.