



BOYS & GIRLS CLUBS
OF THE ROGUE VALLEY

Administration Office:
203 SE 9th Street • Grants Pass, OR 97526
Grants Pass • Illinois Valley • Talent
(541) 479-5258 • www.begreat4kids.com

Job Description: FOOD SERVICE ASSISTANT

Position Status: Part-time; Monday – Friday 12:30- 5:30pm
Hourly: \$13.00

GENERAL FUNCTION: Under the direction of the Director of Operations, the Food Service Assistant will help plan, organize and supervise the dinner program and other assigned duties.

BASIC REQUIREMENTS: The Food Service Assistant will have the ability to assist in planning and organizing the afterschool and summer meal program. The Food Service Assistant will have the ability to supervise children between the ages of 6 to 18 years of age; and have good oral and written communication skills. A professional appearance and an enthusiastic personality are required. Must have, or commit to getting and maintaining a food handler certification.

Environmental Conditions

Office/recreation facility environment; work closely with others. Must be able to work in a noisy environment for up to 5 hours.

Physical Conditions

Frequent walking, sitting, standing for long periods of time. The ability to lift/carry up to 50 pounds, stoop and crouch, reach for and handle items.

JOB SEGMENTS AND STANDARDS

1. PROGRAM PLANNING:

- Work schedule as assigned/ planned each day/week.
- Follow cleaning schedule.
- Follow a monthly budget to meet supply needs as assigned by Food Service Coordinator.
- Meals are served on time.
- Must be flexible with hours for occasional evening events and special events.

2. PROGRAM IMPLEMENTATION:

- Club Members greeted by first name as they enter food service area.
- Club Members are encouraged to use table manners.
- Organize and put away weekly food and supply orders.
- Log daily service numbers.
- Follow all health code laws.

3. PROGRAM CLIMATE:

- Kitchen area is always neat and clean.
- Kitchen area is cleaned at the end of each day with tables and chairs set up for following day.
- Kitchen area is stocked with needed supplies. A list of needs is provided to the Operations Director and a plan is developed to meet those needs.

4. YOUTH GUIDANCE:

- Utilize the Boys & Girls Clubs Five Key Elements for Positive Youth Development.
- Be a positive role model for Club Members.
- Develop a positive relationship with Club staff, members, parents, volunteers, guests and teachers.
- Know and follow Club rules, policies, and procedures. State these rules to Club Members in positive terms.
- Unacceptable behavior is dealt with utilizing techniques that help Club Members to accept personal responsibility for their behavior.
- Unacceptable behavior is dealt with in a manner that maintains and enhances a Club Member's self-esteem.
- Club Members are continually encouraged to participate and succeed.

5. ADMINISTRATIVE SUPPORT:

- Time-sheet is correct, neat, signed, and completed on time (1st and 16th of each month).
- Attend weekly staff meetings as scheduled.

About the Boys & Girls Clubs of the Rogue Valley:

Boys & Girls Clubs of the Rogue Valley's mission is to provide year-round positive, fun and safe places for all youth, helping them to build self-esteem and develop skills necessary to make right choices, becoming responsible and productive citizens. We work daily to inspire our Club Members to BE GREAT!

At the Boys & Girls Clubs of the Rogue Valley, we have three simple rules: Respect Yourself. Respect Others. Respect the Club. If you can follow these rules and are passionate about our mission, please email us your resume - we'd love to hear from you!

COVID-19 considerations:

During COVID-19, Boys & Girls Clubs of the Rogue Valley follows the state regulations for youth programs, including wellness checks upon check-in, mandatory vaccination, masks, and small, stable group cohorts.

The information presented indicates the general nature and level of work expected of employees in this position. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of this position.

Boys & Girls Clubs of the Rogue Valley is an Equal Opportunity Employer.