



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPPORTUNITY AWAITS

FOOD PROGRAM ASSISTANT(S)

STURGEON BAY PROGRAM CENTER, KANE CENTER, AND VIA COLLABORATION AT BOY'S & GIRLS CLUB OF DOOR COUNTY

FILLING BELLIES, NURTURING MINDS.

Be an after school **SUPERHERO** working with a team of professionals to bring nutritious meals to the children of our community! Help in the distribution and serving of after school snacks/meals, while you also make a difference in the lives of others. Join our team, where every day is engaging and fun!

KEY QUALIFICATIONS

Food Program Assistants require high energy, strong organization skills and knowledge of proper food handling, preparation, storage and cleaning aids. Assistant must be able to work efficiently and effectively under tight timelines, making quick decisions and carrying out detailed instruction. Relationship building skills and collaborative spirit are key elements for success.

Food Assistants needed at the following sites:

Sturgeon Bay Program Center, Mon-Fri, 3pm-5:30pm, pay \$11-13/hour

Kane Center, Mon-Thurs 3:15p-5p, pay \$11-13/hour

Boys & Girls Club of Door County, Sturgeon Bay location Mon-Thur 2p-6p, pay \$14-18/hour, depending on experience and position. *This position includes easy meal preparation, cooking and serving.

Please visit doorcountyyymca.org for a full job description, and a list of other opportunities or to download an application.

WORK AT THE Y!



Working at the Y, you'll **discover more than a job** —you'll enjoy the opportunity to **make a lasting difference** in the lives of those around you. If you are a person who wants more than just a job, who wants your efforts to have an impact on your community and who wants to work in a welcoming and positive environment, then you are someone we'd like to work with us.

APPLY TODAY! Screening and hiring process to begin immediately. Several positions available!

WHY THE Y

CAUSE DRIVEN

Work with passionate people and help make our community a better place!

One of the most respected non-profits in the world.

125 countries served
OVER 10,000 neighborhoods strengthened

FREE
Y Membership
and program discounts

IMPROVE QUALITY OF LIFE

Create stronger friendships, a greater self-esteem and a sense of belonging by helping others.

IT'S FUN!

There is something new and exciting happening every day at the Y! Build your resume while having fun.

DOOR COUNTY YMCA | www.doorcountyyymca.org

Jackie & Steve Kane Program Center
3866 Gibraltar Road, Fish Creek, WI 54212
920-868-3660

Sturgeon Bay Program Center
1900 Michigan Street, Sturgeon Bay, WI 54235
920-743-4949



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DOOR COUNTY YMCA

Job Title: **Food Program Assistant**

Job Code: SBSFP

FLSA Status: Part Time/Hourly

Job Grade: Grade 3

Reports to: Community Impact Director

Revision Date: 1/29/2024

Leadership Level: Leader

Department: Administration

POSITION SUMMARY:

Responsible for assisting in the preparing, serving, delivering, cleaning up, and storing of food for the YMCA Food Program (CACFP or SFSP) and providing enrichment activities that encourage participation in the program. The Food Assistant's role is to provide a supportive, collaborative, and fun learning environment, appropriate for children typically aged 4-18. When working with food, intentional safety and sanitary procedures must be considered, with licensing and food service regulations, as set by the State of Wisconsin, being strictly adhered to.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Assist in food planning, preparation and/or distribution of meals/snacks in accordance with Food Program rules and regulations (CACFP/SFSP).
2. Assist in keeping accurate counts of food production, meals distributed, and serving sizes. Complete all documentation as necessary for compliance.
3. Set the team up for success by preparing the condiments and utensil areas, as needed.
4. Adheres to program standards including safety and cleanliness standards. Assist with kitchen set up, organization, storage, and cleaning.
5. Outward support of healthy eating and living while also encouraging good nutrition and food exploration.
6. Respond to inquiries of participants and the general public. Help promote the food program in a positive light.
7. Communicate openly with team members for purposes of improving the program.
8. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, and emergencies.
9. Performs other duties assigned, contributing to a positive work environment.
10. Adhere to, and be ready to implement applicable Risk Management and Personnel Procedures as identified in related handbooks. (Handbooks can be found on the Staff Resource Portal)

DOOR COUNTY YMCA www.doorcountyyymca.org

STURGEON BAY PROGRAM CENTER 1900 Michigan Street, Sturgeon Bay, WI 54235 P (920) 743-4949 F (920) 743-8812
JACKIE AND STEVE KANE CENTER 3866 Gibraltar Road, Fish Creek, WI 54212 P (920) 868-3660 F (920) 868-9970

LEADERSHIP COMPETENCIES:

- 1. Mission Advancement
- 2. Collaboration
- 3. Operational Effectiveness
- 4. Personal Growth

QUALIFICATIONS:

- 1. Previous experience working in a food preparation or serving environment; experience working with children is also preferred.
- 2. Previous experience with diverse populations is a plus.
- 3. Obtain First Aid, CPR/AED (CPR-Basic) Certificate within 90 days of hire; keep current.
- 4. Complete Child Abuse Prevention Training through the onboarding process/annually thereafter.
- 5. Complete New Employee Orientation within 30 days of your hire date.
- 6. Adhere to the Best Practices designated per position which can be found on the Staff Resource Portal.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- 1. Must be able to lift, carry and load equipment, furnishings, and program supplies (up to 50 pounds) and work with kitchen basic equipment like knives, stove, can opener, dishwasher, etc.
- 2. The ability to be physically active, including standing, sitting, reaching, bending for 1-2 hours at a time is necessary.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____