



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# OPPORTUNITY AWAITS

COLLABORATION EMPOWER LEARN FLOURISH GREAT THRIVE FOCUS ON THE FUTURE  
WE ARE FAMILY LEARN SUCCEED THRIVE GROW PASSION YOU MAKE A DIFFERENCE  
CHANGE LIVES CHANGE LIVES CHANGE LIVES

## SUMMER FOODS ASSOCIATE

STURGEON BAY

FILLING BELLIES, NURTURING MINDS.

As a Summer Foods Associate, you'll have the unique opportunity to make a real impact by contributing to our mission of feeding over 500 kids every weekday throughout the summer. You'll gain valuable, hands-on experience while engaging in meaningful work that will help you grow both personally and professionally. This is your chance to be part of something bigger, develop leadership skills, and play a key role in supporting the community. Join us and start building your future today!

**WORK  
AT THE Y!**



### Starting Wage:

- \$12+ per hour depending on experience

### Hours:

- Seasonal Full-time & Part-time;  
Flexible hours, M-F 6:30am - 4:00pm

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!**

Please visit [doorcountyyymca.org](http://doorcountyyymca.org) for a full job description, and a list of other opportunities or to download an application.

### 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](http://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



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## DOOR COUNTY YMCA

Job Title: **Summer Food 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 Summer Food Program and providing enrichment activities that encourage participation in the program, provide physical activity consistent with HEPA standards, and reduce summer learning loss. The Summer Food Assistant is to provide a supportive, collaborative, and fun learning environment, appropriate for children typically aged 4-15. 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 preparation and delivery of meals and snacks for 300-500 kids per day.
2. Coordinate a scheduled activity for delivery sites that encourage participation in the summer food program.
3. Keep daily records of food production, meal deliveries, and serving sizes at each site.
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, good nutrition, posted menu and food served is also an essential element of this position.
6. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, and emergencies.
7. Performs other duties assigned.
8. 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](http://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 with children.
- 2. Kitchen experience preferred.
- 3. Previous experience with diverse populations preferred.
- 4. Obtain First Aid, CPR/AED (CPR-Basic) Certificate within 90 days of hire; keep current.
- 5. Complete Child Abuse Prevention Training through the onboarding process/annually thereafter.
- 6. Complete New Employee Orientation within 30 days of your hire date.
- 7. 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 running, jogging, and playing 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: \_\_\_\_\_