

Organization: **Youth & Family Services (YFS)**

Department: **Nutrition**

Position: **Nutrition Program Assistant**

Status: **Part-Time**

Reports to: **Nutrition Director**

Location: **Rapid City, SD**

Work Schedule:

Work Days: **Monday through Friday**

Hours/Week: **20**

Non-smoking work environment. Wage DOEQ. E.O.E.

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, and more!

Minimum Qualifications: High School diploma or GED required. Must have computer knowledge and other common office equipment. Must be dependable, accurate, and maintain confidentiality. Ability to work independently and efficiently. Ability to work with people of all socioeconomic and cultural backgrounds. Current vehicle liability insurance and a valid driver's license required.

Essential Functions:

- Comply with the guidelines and regulations of the Child and Adult Care Food Program (CACFP), Summer Food Service Program, and the Head Start Performance Standards.
- Comply with the guidelines and regulations of the Health Department, Fire Department, Childcare Services, Child and Nutrition Services.
- Review Family Child Care Provider menus to ensure compliance with the CACFP meal pattern requirements.
- Review and enter enrollments into the designated software.
- Assist with the monthly and weekly billing/receivable of YFS Nutrition Services.
- Process purchases through the Purchase Order System.
- Assist with entering menus into the Production and Invoice Program.
- Maintain the calendar of food requests/meals and communicate them to each appropriate Nutrition site.
- Maintain the Nutrition Resource Library and provide assistance in checking out materials.
- Provide general office support for Family Child Care Nutrition and Nutrition Services.
- Operate standard office equipment such as computers, printers, copiers, fax machines, and other common equipment to an office environment.

Additional Functions: Maintain and order program supplies. Accompany staff to rural areas of Western South Dakota as needed for conducting monitoring reviews. Attend all staff meetings and trainings as requested by supervisor. Perform additional duties as assigned by supervisor. Follow agency policies, procedures, and guidelines. Promote and support all YFS programs and services. Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS.

Essential Functions: Ability to lift up to 25 lbs. Work schedule may vary dependent upon program needs. May work an occasional evening or Saturday. Be able to drive agency and personal vehicles as needed.

How to Apply: For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

How to Submit Application:

By email

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

Any questions? Call HR Team at 605-342-4195!