

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

Department: **Nutrition**

Position: **Nutrition Support Assistant**

Status: **Full-Time**

Reports to: **Food Service Supervisor**

Location: **Rapid City, SD**

Work Schedule:

Work Days: **Monday through Friday**

Hours/Week: **40**

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

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees in a full-time status 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. Cooking and food service experience. Ability to work independently and efficiently. Ability to maintain confidentiality. Ability to communicate and cooperate with children, other staff, and parents effectively and tactfully. Ability to work with people of all socioeconomic and cultural backgrounds. Punctuality, dependability and flexibility. Current vehicle liability insurance and a valid driver's license required.

Essential Functions:

- Comply with guidelines and regulations of Child and Adult Care Food Program (CACFP), Summer Food Service Program, Health Department, Fire Department, and agency policies and procedures.
- Comply with guidelines and regulations of the Health Department, Fire Department and agency policies and procedures.
- Pack, transport, set up meals and snacks for offsite locations.
- Assist in meal service at offsite locations.
- Ensure proper safety and sanitation procedures are followed with use of kitchen equipment, food storage, food preparation, and handling of food.
- Ensure all special dietary accommodations are made.
- Maintain monthly mileage, refrigerator and hot food temperature logs.
- Promotes and contributes to a safe work environment.
- Attend all staff meetings and trainings as requested by supervisor.
- Create, support and maintain a clean, safe eating environment including the kitchen, dining room and offsite location.
- If designated by Supervisor or Coordinator, will assume the responsibility of the food service coverage.
- Responsible for the preparation and setting up of the meals for meetings and special events.

Additional Functions: Model appropriate behavior while working with other staff, children, and families. Perform additional duties as assigned by supervisor. Work at other YFS kitchens or locations as staffing needs fluctuate. Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS. 5) May work an occasional evening or Saturday.

Environmental Functions: Stand for prolonged periods of time. Ability to lift up to 50 lbs.

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: yfshr@youthandfamilyservices.org

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 our HR Team at 605-342-4195!