



Part Time Nutrition Program Assistant

Position Summary and Duties

- Under supervision of the Nutrition Program Director, this position is responsible for, but not limited to;
 - Food preparation for entire Nutrition Program as directed
 - Cleaning of all food preparation, storage, meal packaging and laundry areas as directed
 - Receiving food deliveries
 - Dishwashing
 - Packaging food as directed
 - Busing, cleaning tables and cleaning up after meals
 - Distribution of prepared meals, both frozen and hot
 - Recycling cardboard boxes and cans
 - Stocking shelves/putting food orders away and inventorying food and supplies as directed
 - Light clerical duties associated with inventorying food and supplies, filing of generated lists and reports printing meal labels, and filling out meal tally sheets
 - Attend all pertinent safety meetings and trainings
 - Have current ServSafe Certification
 - Other duties as assigned

Qualifications:

- High school diploma or its equivalency required or 1 year of experience with increasing levels of responsibility in at least one of the following fields:
 - Restaurant Food Service
 - School Nutrition
 - Institutional Cooking (i.e. hospital kitchen, military kitchen, etc.)
- Professional telephone etiquette
- Must be self-starter and able to follow directions,
- Be flexible, people oriented, a quick learner and lift, pull or push 50 pounds.
- Negative Tuberculosis Test within 3 months
- Highly organized
- Must possess a current California Drivers License, reliable transportation and minimum insurance required by law.
- All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment drug screening.