



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Tri-Cities Family YMCA Job Description

Position Title: **Food Service Assistant**

FLSA Status: **Part Time, Non-Exempt**

Reports to: **Health & Wellness Coordinator**

Department Supervisor: **Brandy Fisher, Health & Wellness Coordinator**

Revision Date: October 2020

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### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. Under the direction of the Health & Wellness Coordinator, the Food Service Assistant position is to provide a safe, healthy, and active environment for children in the program.

### 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 OVERALL FUNCTIONS

1. Ensure the safety, health and nutrition of the children according to USDA guidelines.
2. Keep accurate records and submit monthly report to supervisor and the state.
3. Knowledge of all Safety and Emergency procedures.
4. Keep current on all forms required by the USDA.
5. Prepare, organize, and inventory food items.
6. Assist in food order placing.
7. Assist in prepping and portioning snacks and dinners.
8. Assist in delivery of school age meals.
9. Assist in picking up produce/food from local suppliers as needed.
10. Assist in serving meals and providing a healthy activity.
11. Maintain cleanliness and organization of kitchen facility.
12. Understand, support, and commit to the YMCA cause and our role in the community as a leader in Youth Development, Healthy Living, and Social Responsibility.
13. Act as a positive role model while implementing YMCA character development and following the four core values of Caring, Honesty, Respect and Responsibility.
14. Perform other related duties as assigned by the Health and Wellness Coordinator.

### QUALIFICATIONS

1. Valid Driver's License with no traffic violations.
2. Required to be completed in the first 30 days of employment:
  - Basic Life Support CPR/AED, First Aid, and Bloodborne Pathogen.
  - Child Abuse Prevention training
3. Responsible for supervising, nurturing, leading activities, and caring for school age children. Welcomes children each day, performs crafts and activities, supervises meals, and ensures children behave well when in contact with other children.

### LEADERSHIP COMPETENCIES:

- Inclusion
- Critical Thinking & Decision Making
- Emotional Maturity

### **BASIC HOURS**

As scheduled by the Health & Wellness Coordinator

Typical after-school hours, M-F, 3-5 hours for food prep, delivery, snack, activity, dinner and clean-up.

### **ENVIRONMENT**

76,000 square foot facility with high level of contact with members and community. Outdoor area surrounding the Tri-Cities Family YMCA, as well as other locations, including but not limited to: various community centers, churches and schools.

### **HEALTH AND SAFETY REQUIREMENTS**

Employees are advised on OSHA Standards through required signage and administrative updates as compliant with federal law.

### **PHYSICAL DEMANDS**

Employee can demonstrate sufficient strength, agility, and mobility to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

### **TRAVEL**

100% local travel within Ottawa County.

### **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified.