



Position Title: Food Program Cook
Department: All Sites
Reports to: Food Program Coordinator
Posting Date: (will be added once approved)
Closing Date: open until filled

Status: Part Time / Non-Exempt
Pay Range: \$17.00 - \$18.00 per hour
Hours: <29 hrs per week or less as needed
Days: Mon-Thurs: 7:30am – 2:00pm
Fri: 7:30- 1:00 pm
(Includes 30 minute unpaid meal break-Schedule/Hours subject to change)
Plus the occasional Saturday and evening shift
Minimum must be available year round
Benefits: N/A

Primary Function:

Under the guidance of the Food Program Coordinator, the Food Program Cook is responsible for assisting in preparing and cooking the daily meals for each club Unit. The Food Program cook follows established guidelines and requirements of the USDA food program.

Key Job Responsibilities:

- Assist the Food Program Coordinator with the following Tasks
- Prepare, cook, and assemble daily meals for all Units.
 - Prepare meals that meet or exceed CACFP/SFSP guidelines.
 - Ordering and picking up all food and supplies as needed to operate the food service program.
 - Help facilitate the transportation of snacks/meals and supplies as necessary.
 - Maintain all cafeteria /kitchen equipment with the assistance of the food program coordinator.
 - Maintain a healthy, safe and clean environment.
 - Assist with taking monthly inventories of food, beverages and operating supplies.
 - Maintain safety and sanitation records and logs as required by federal, state and local health codes.
 - The ability to work independently and efficiently.
 - Perform related duties as assigned

Minimum Skills and Knowledge Requirements:

- Servsafe food handlers certificate (Required)
- Associate Degree in Culinary Arts (Preferred) or Equivalent kitchen work experience.
- Bi-Lingual in English & Spanish (Preferred)
- One-year job related experience in preparation of institutional food for a cafeteria or restaurant industry.
- Skills that require cooking and baking of large quantities of food items; perform basic math to adjust recipes to various quantity demands.
- Knowledge of modern methods of food preparation, health codes, sanitation principles and nutritional requirements
- Demonstrate leadership skills and the ability to motivate and inspire
- The ability to exude confidence and maintain control of a safe and positive youth development environment
- The ability and desire to work with youth age 6 to 18
- The ability to communicate clearly, both verbally and in writing
- Ability to interpret, apply, and explain rules, regulations and policies
- Ability to use appropriate telephone and email etiquette
- Written work is error-free, neat and accurate
- Paper and electronic records are up-to date, accurate
- Assigned work is completed by established due dates

**Approved : 3/07/2022
M. Baker**

- Ability to multitask and organize priorities and fulfill daily responsibilities.

Relationships and Collaborations:

- All staff of UBGC are to maintain professional relationships with club members and their parents as well as being mindful that all community members are potential members or donors to the organization.
- Staff will be collaborative and supportive of all organizations UBGC works in partnership with at all times.
- Staff will build relationships with staff at local schools and serve as a promoter of all Boys and Girls Club programming
- Staff will maintain a respectful and professional relationship with their immediate supervisor and the CEO as well as the Board of Directors for the organization.

Minimum Qualifications:

- High School diploma or equivalent required
- Passion to work with youth of various ages including ability to deal with discipline problems
- Adaptability and flexibility to changes in work environment
- Cleared background check and drug screen
- Valid California Driver's License (Class B Preferred) with a good driving record

Physical Requirements/Work Environment:

Must be able to function under fast paced and noisy conditions; May require being active for long periods of time; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to push, pull, lift and or carry up to 50 pounds. Typically works in an indoor and outdoor environment with frequent walking excursions. Ability to work with frequent interruptions and changes in work priorities, ability to prioritize tasks, ability to maintain confidentiality. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; duties are normally performed at the United Boys & Girls Clubs of Santa Barbara County.

I HAVE READ AND AGREE TO CARRY OUT THE ABOVE-STATED JOB DUTIES AND RESPONSIBILITIES.

Employee Printed Name & Signature

Date

Supervisor Printed Name & Signature

Date

The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

Approved : 3/07/2022
M. Baker