# UCAN Employment Opportunity

## Nutrition Services Assistant I

<table>
<thead>
<tr>
<th>Head Start</th>
<th>Closing Date: Open Until Filled</th>
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<td>Budgeted Hours: 40 hrs/wk – 43 wks/yr</td>
<td>Salary: $12.00-$16.00 based on education and experience</td>
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Application Packet must include UCAN application and proof childcare criminal history was started.

## THE POSITION:
Responsible for preparing high volume quantities of nutritionally balanced meals for children while following standardized recipes and portion control methods; including the weighing/measuring all meal components. Adhere to production worksheets to plan proper amounts of ingredients to prepare menu items sufficient for the number of children to be served. Ensure that food supplies are held and stored according to Douglas County Health Department guidelines. Responsible for properly cleaning all dishes, silverware, glassware, utensils and pots and pans and maintaining kitchen work areas, equipment. Sweep and scrub floors, stock supplies in cupboards, refrigerators. When needed, serve as back-up for Nutrition Services Assistant II.

### Essential Functions of the Job:
- Wash dishes, pots, pans, utensils and equipment using approved sanitation methods. Return items to the proper storage area.
- Complete routine maintenance of kitchen and equipment, including weekly deep cleaning. Sweep and scrub floors. Adhere to sanitation and safety procedures prescribed for Head Start kitchens; storage, and preparation guidelines. Assemble dishes, utensils and supplies needed for timely meals. Assist in receiving orders from food and supply vendors. Put food away in appropriate storage.
- Assist in inventory of supplies and equipment. Assist as needed to maintain required kitchen records for temperature logs, menus, food prepared, USDA purposes, special diets, etc. Report suspected cases of child abuse and neglect as outlined in Child Abuse Policies. Assist as needed in other kitchen and food service duties.

### MINIMUM QUALIFICATIONS:
- Previous experience in a large scale food production operation and dishwashing preferred.
- Minimum of previous experience with food service, and dishwashing. Current driver’s license is preferred with driving record to be provided at time of interview. At the annual performance evaluation, or more frequently if determined to be necessary by the program director, driving records will be discussed with employees whose work duties require operating a motor vehicle. At time of appointment, must be enrolled in the Criminal History Registry and have completed a staff health appraisal.

In addition to the above, applications will receive further evaluation based on the following: **Knowledge of:** Reasonable knowledge of appropriate sanitary measures observed in kitchen operations; considerable knowledge of use of kitchen equipment; reasonable knowledge of food inventorying. **Skill in:** Use of food preparation equipment; use of automated equipment and systems; processing information on a computer using specialized databases and recordkeeping systems. **Ability to:** Communicate effectively both in written and oral form; inventory stock to have necessary supplies available when needed; remain calm and use good judgment during confrontational or high pressure situations; manage time efficiently; operate within established policies and procedures, and use initiative and judgment in completing tasks and responsibilities; work within a team; courteously meet and deal effectively with coworkers, vendors and the public. Must follow all safety rules and practices, and perform work in a safe manner.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work will require bending, lifting and carrying up to 60 pounds, keyboarding, pulling, pushing, reaching, sitting, standing, stooping and walking. Work is typically performed under reasonable good working conditions with some exposure to heat and cold. Work requires continuous/concentrated mental and/or visual attention and alertness.

Within 30 days of employment, must:
1. acquire a first aid card and renew as necessary to keep current,
2. acquire an initial food handler’s card and renew as necessary to keep current,
3. possess Oregon driver’s license preferred

**SUBMIT COMPLETED UCAN APPLICATION TO:**
UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470
541-492-3913 FAX 541-492-3921
Application on website: www.ucancap.org

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