



North East Community Center Position Description

Title: Summer Food Service Assistant
Classification: Temporary, Part-time, hourly, not benefits eligible
Hours: Approximately 30 hours per week, from June 24 to August 16

Primary Role: The Summer Food Service Assistant (SFSA) will provide assistance to the Summer food Service Coordinator in the preparation and packaging of meals, and cleaning and maintenance of program areas. This position also assists with the delivery of meal programs at Millerton and Amenia sites.

Responsibilities:

The SFSA will:

- Provide food preparation assistance to the Summer Food Service Program Coordinator at the Webutuck School kitchen.
- Clean up and maintain organization in the school kitchen to the standards of the school and program.
- Assist teen interns in distributing meals to sites in Millerton and Amenia.
- Assist with meal service at sites as needed.
- Assist in recording daily data.
- Reinforce safety rules and behavior expectations.
- Help promote healthy eating habits and good manners at programs.
- Communicate any concerns to program coordinator.
- Demonstrate good judgement while engaging with children/youth.
- All other duties as assigned

Required Skills and Behaviors:

- Must be motivated and comfortable working with young children
- Able to participate as an active team member, working well with staff, volunteers, and youth.
- Experience working with people from diverse ethnic, cultural and socioeconomic backgrounds.
- Utilizes proactive thinking and problem-solving skills.
- Follow all NECC Policies & Procedures.
- Models NECC values at all times.

Qualifications:

Required:

- Hard-working
- Is flexible and can problem solve quickly if a situation demands
- Able to communicate well in person and in writing
- Able to participate as an active team member, working well with supervisor, volunteers, and participants

- Ability to maintain patient, professional demeanor when dealing with diverse community of volunteers, parents, staff and others
- Must be at least 21 years old with good driving record
- Current driver's license
- Background check through central database and fingerprinting

Preferred:

- Experience working with young children
- Has a positive and friendly attitude when engaging with children
- Relevant training including but not limited to First Aid/CPR

ADA Requirements:

- Ability to lift a 50-pound box
- Ability to walk up and down stairs
- Ability to provide programs outside during appropriate weather conditions

Supervisor(s):

Lenny Sutton, Food Service Program Coordinator

Christine Sargent, Executive Director

Effective: April 30, 2019