



PROFESSIONAL OPPORTUNITY SUMMER NUTRITION ASSISTANT

For thirty-five years Heritage Community Initiatives has been dedicated to making a positive impact on the social mobility of thousands of families in forty communities through pragmatic programs in Education, Transportation and Nutrition. Each year, Heritage provides the highest-quality early learning and out of school time opportunities to nearly 300 students through nationally accredited education programs, the 4 Kids Early Learning Center and HOST (Heritage Out of School Time). Heritage Community Transportation's fixed route service provides more than 7,000 rides each month for residents in transit-isolated communities and is the only human services nonprofit in the Commonwealth designated as a provider of public transportation. Heritage Nutrition Services prepares nearly 100,000 meals each year and provides solutions in meal planning, ordering, preparation, and delivery while creating healthy options for youth and senior populations.

Position Summary

The Nutrition Assistant position is a temporary, full-time position at Heritage Community Initiatives and will perform a wide variety of duties within Heritage Nutrition Services. Under the direct supervision of the Nutrition Manager, the Nutrition Assistant will assist with prepping meals for nearly 700 children on a daily basis between the dates of June 3, 2019 through the end of August 2019. The duties performed by the Nutrition Assistant are broad, flexible and entry level.

Responsibilities

- Assist in planning, prepping and cooking food for breakfast, lunch and snack.
- Ensure that the kitchen area is free of hazardous materials, objects and situations.
- Clean and sanitize all kitchen equipment according to regulations.
- Assist in completing all necessary paperwork correctly and on time.
- Establish positive relationships with teaching staff, children and families.
- Work cooperatively and effectively as a team member.
- Follow all policies set forth by Heritage Community Initiatives and partners.
- Maintain strict confidentiality regarding child/family information and records.
- Complete all necessary trainings for the position.
- Transport meals to various locations with company vehicle.
- Assist with the implementation of the Summer Food Service Program on a daily basis.

- Assist with cooking, portioning, and recording meals to be transported to the required summer nutrition sites.
- Maintain stringent communication with Nutrition Manager and Summer Sites pertaining to inventory and forecasted meals.
- Other duties as assigned by Nutrition Manager.

Qualifications and Skills

- A minimum of one year experience in a food preparation service.
- High school diploma.
- ServSafe certification preferred or must complete training within first 30 days.
- Experience supervising youth under the age of 18 is preferred.
- Must be able to lift 30+ pounds.
- Must have a valid Pennsylvania Driver's License.
- Self-starter.

Applicants are asked to send a cover letter and a copy of your resume to humanresources@heritageserves.org and please visit our website for additional information about Heritage Community Initiatives - www.heritageserves.org.