

# **SELF ENHANCEMENT, INC.**

3920 North Kerby, Portland, Oregon 97227-1255

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## **JOB DESCRIPTION**

### **NUTRITION SERVICES ASSISTANT (On Call - Part-time)**

The Nutrition Services Assistant supports the Nutrition Services Coordinator in the day to day operations of SEI's Nutrition Program. This is a part-time position that reports to the Nutrition Services Manager. This is position is on call during the hours of Monday – Friday, 7:30 am – 9:00 pm.

#### **PRIMARY RESPONSIBILITIES**

- Cook and prepare meals (breakfast, lunch and/or after school programming) for distribution to SEI Academy students.
- Wash, chop, separate fruits and vegetables.
- Set up cafeteria for serving (i.e., eating utensils, condiments, beverages, etc.)
- Lead or assist in meal preparation, service and clean up.
- Follow USDA regulations and guidelines.

#### **Other Duties:**

- Assist in managing students during meal periods.
- Handle recycling needs.
- Load and unload food products as needed.
- Inventory and stock food products in storage areas as needed.
- Maintain safe, sanitary and clean food preparation area.

#### **QUALIFICATIONS**

- High school diploma or equivalent required.
- Willing to obtain food handler's card.
- Ability to follow specific recipe formulation.
- At least one year of experience directly related to food handling and preparation.
- Knowledge of proper and sanitary cleaning methods.
- Ability to build and maintain positive relationships.
- Excellent interpersonal skills.
- Must be a team player.
- Ability to use personal initiative and cooperation in performing job duties.

#### **SALARY & BENEFITS**

- Salary: \$9.00 - \$11.00 per hour.
- Benefits are not offered for this position.

Note: This job description may change as programming evolves. SEI management reserves the right to amend this description at any time.