

# Food Program Assistant

## Job Description

Reports To: Food Program Manager



### American Youth Foundation Mission

We dare people to discover and celebrate the very best in themselves and others; inspire them to explore diverse perspectives and complex challenges; and embolden them to live courageously, engaging their full capacity.

**Job Location:** Position is located at Merrowvista in Center Tuftonboro, New Hampshire. The Merrowvista site necessitates the ability to move through rugged terrain. Food Program Assistant positions can be extended through Community School Programs in Spring and Fall months as well as summer camp.

**Job Type:** Part-time, Seasonal.

**Job Summary:** Food Program Assistants help with food preparation, service, kitchen clean-up and dish washing, ensuring healthy, safe meals for the staff and campers.

### Position Responsibilities:

- Serve as an active member of the Food Program team, supporting colleagues and taking on responsibilities as directed by the Food Program Manager or Food Program Coordinator when manager is not present.
- Assist in preparation of meals.
- Assist in accommodating specialty diets and allergies for staff/participants.
- Assist in receiving and stocking orders.
- Maintain daily cleanliness of all food preparation and storage areas and tools, including all prep surfaces, pots, pans, sweeping and mopping of floors.
- Practice and oversee safe food handling procedures, according to local, state, and Federal and ACA regulations.
- Complete all job functions, including requested records, written reports, and other duties as assigned.
- This is not meant to be a complete list of all responsibilities. Other duties may be assigned.

### Skills and Qualifications:

#### **Required:**

- Must be at least 18 years or older.
- Ability to lift up to 50l bs.
- Ability to stand for extended periods.
- Support the organization's mission and vision with integrity, dependability, and accountability.
- Interact effectively with individuals and groups respecting social and cultural diversity. Establish and maintain appropriate professional relationships and interpersonal skills that contribute to a positive community.
- Participate in Food Program team meetings, engaging in solution-based problem solving and positive communication.
- Use effective and appropriate self-care practices for maintaining overall wellness and hygiene.

- Follow all guidelines and policies as described in the AYF (American Youth Foundation) staff manual.

**Preferred:**

- Food Handling Servsafe Certification is not required, but will be offered before staff training begins.
- Experience in food preparation and handling.

**Work Environment:**

- Meals are provided per shift worked while onsite.

**Compensation:**

- Starting at \$16/hour

**Company Culture:**

The AYF believes that how we act and interact reflects who we are as a community. In practice, at the AYF we value investing in youth, stewarding the environment, encouraging participants and staff to explore and develop their values and beliefs, belonging in community, and growing together.

*Recognizing the full value of all, the American Youth Foundation affords equal opportunity for employment and program participation to all individuals on the basis of merit and/or eligibility without regard to race, color, sex, pregnancy, sexual orientation, gender identity, familial status, religion, national origin, citizenship, disability, age, military status, or any other basis prohibited by law.*

*The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for this position. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*

*Updated 11/16/2023*