

## EMPLOYMENT OPPORTUNITY

### **Food Service Specialist (Concrete, WA)**

Under supervision of the Food Service Training Coordinator participate in the daily operations of the Concrete Community Center Meal Program. Perform a variety of tasks including preparing, cooking and serving foods in large quantities. Assist Coordinator in recruitment and training of volunteers, interns and students. Lead work in various aspects of Meal program including food preparation and clean up.

**Part Time Position 20-25 hours per week.**

#### **JOB DUTIES and RESPONSIBILITIES INCLUDE:**

1. Provide a positive and welcoming environment for guests, volunteers, interns, and others.
2. Assist in preparation of lunch daily for 30-70 guests, including training and leading the work of volunteer helpers.
3. Provide consistent overall quality and quantity of food served. Ensure foods are cooked, held, served, stored, etc., according to HACCP procedures for food handling.
4. Meet or exceed health department requirements for food safety and service
5. Maintain a constant level of cleanliness and organization at the work areas, in the kitchen, dining areas, storage areas, etc., during and after meals.
6. Ensure general safety and sanitation procedures are followed at all times. Handle and dispose of refuse, using proper sanitation procedures.
7. Monitor volunteers and interns assisting with kitchen and dining room services.
8. Ensure food is properly labeled, stocked, and stored to maintain quality and food safety.
9. When necessary answer phone calls and provide accurate information about resources offered through Community Action.
10. Assist in teaching interns necessary job skills to be effective and successful in the work force.
11. Provide coverage of program in the absence of Food Service Training Coordinator.
12. Assist in the development of ideas for Community Action, Concrete Center growth.
13. Complete daily food service and guest records of activities at the Concrete Community Center.
14. Participate in agency and team meetings/trainings as required.
15. Other related duties as assigned by management.

#### **QUALIFICATIONS INCLUDE:**

##### **Education & Experience**

- High School Diploma or GED/HSE minimum required.
- 2+ year food prep experience in a commercial kitchen setting.
- Experience leading the work of other staff/volunteers

(Or a combination of education and experience providing the knowledge, skills, and abilities to successfully perform the work)

##### **License(s) & Certification(s)**

- Must have valid driver license and auto liability insurance if personal vehicle is used for work-related travel.

- WA State Food handler's permit.
- CPR & First Aid Certifications.
- .ServSafe Essentials.

#### **Skills and Abilities**

- Knowledge of basic quantity food preparation, food service, and sanitation principles as it applies to community food service.
- Excellent manual dexterity, including proper knife techniques for cutting, chopping, and dicing.
- Excellent organizational and time management skills to ensure meals are prepared correctly and served on time.
- Ability to follow written and verbal directions and to perform assigned tasks with limited supervision.
- Ability to interact with and communicate courteously and effectively with a variety of diverse audiences including coworkers, management, and members of the community. .
- Ability to work independently and as part of a team.
- Work independently, and as a team member; self-motivated.
- Proficient in Microsoft Office Suite applications.
- Must have strong and effective communication skills (oral and written).
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.

#### **COMPENSATION AND BENEFITS:**

\$15.75 - \$19.68 per hour (DOE)

Benefits include:

- Employee Assistance Program
- Paid Holidays & 2 Personal Holidays
- Paid Vacation & Sick
- Cafeteria 125 Plan
- Retirement Plan with 3% Employer Match
- Health club discounts

*(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)*

#### **TO APPLY:**

Qualified candidates are encouraged to apply by providing **ALL** items requested. Please submit the following:  
(1) Community Action Application (2) Resume (3) Letter of Interest.

Application Packets should be submitted to: **employment@communityactionskagit.org**

You can find all job announcements and apply online on our website at [www.communityactionskagit.org](http://www.communityactionskagit.org)

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements. Community Action of Skagit County is an Equal Opportunity Employer. Should you require accommodation in the application process, please contact our HR Department.