SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130

POSITION ANNOUNCEMENT

Position:	Summer Food Service Assistant
Date of announcement:	June 10, 2016
Closing date:	June 20, 2016
Hours:	Part time; up to 15 hours/week for 8 weeks
Salary:	$10.00/hour

GENERAL STATEMENT OF RESPONSIBILITIES

The Summer Food Service Assistant will assist the Education Programs Director in implementing the Summer Food Service Program which provides free nutritious lunches and snacks to Native children enrolled in the 7-week Education Center Summer Program. Due to the nature of the work, Summer Food Service Assistant must complete a training outlining program outlining program requirements, food safety and recordkeeping.

SPECIFIC RESPONSIBILITIES

1. Will work under the direction of the Education Programs Director in the preparation, service and clean up of nutritious lunches and snacks on a set schedule during the SIR Education Center Summer Program

2. Will maintain summer food program records, keep the daily counts and ensure that students are served appropriate portion sizes according to USDA summer food service guidelines.

3. Will help place food orders, inventory food and assist with meal planning by adjusting menu in accordance with program needs and USDA requirements.

4. Ensures Food Safety through cleaning and sterilizing utensils, machines and other equipment used during food preparation; Store and handle food in safe ways. Tests and keeps record of food temperatures in accordance with established procedures.

5. Contributes to the team effort by participating in the Susanville Indian Rancheria's Facility wide program improvements, goals and standards.

6. Other duties as assigned.

QUALIFICATIONS:

1. Must participate in Program Training to understand program requirements and recordkeeping.

2. Must have ability to obtain a Food Handlers Training Certificate prior to beginning meal service.

3. Must be detail-oriented with the ability to follow recipes, make accurate measurements and operate food preparation machinery.

4. Able to practice excellent customer service by interacting with students and staff in a friendly and respectful manner.

5. Aware of proper and safe lifting procedures.

6. Must not be a registered sex offender for any offense involving force, duress, threat or intimidation.

7. Must not habitually or excessively use or be addicted to narcotics or dangerous drugs or have been convicted during the preceding seven years of any felony offenses relating to the use, sale, possession or transportation of narcotics, addictive drug or alcohol. Must not habitually or excessively use intoxicating beverages.

8. Have ability to work independently and cooperatively.

9. Must be able to relate to Native Americans.

10. Preference will be given to Native Americans (42 CFR 36.221).