



BOYS & GIRLS CLUBS
OF BENTON AND FRANKLIN
COUNTIES

YOUTH AND KITCHEN

ASSISTANT STAFF

SUPERVISOR

Pasco Branch Director

STATUS

Part-time, hourly

STARTING SALARY RANGE

\$16.00-\$18.55/Hour
DOQ/DOE

*\$.50/hr additional pay
for bilingual staff
(assessment required)*

ORGANIZATION DESCRIPTION

The Boys & Girls Clubs of Benton and Franklin Counties is committed to empowering all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Consistent with our values of Respect, Integrity, Stewardship, and Passion for Youth; we provide a broad range of programs and activities focused on our priority outcomes of Academic Success, Healthy Lifestyles, and Good Character and Citizenship. Boys & Girls Clubs of Benton and Franklin Counties began in 1995 and now serves over 2200 club members each year at multiple club locations. The Club is currently working with community partners to establish additional club sites in underserved communities.

POSITION SUMMARY

Under the supervision of the Branch Director, the Kitchen and Youth Assistant will be helping assist in a variety of duties within the clubhouse. When assisting in the kitchen will be helping, maintain a clean and orderly kitchen while assisting in various meal preparation and serving snack and dinner daily. Kitchen Assistant must follow all rules pertaining to food program service. And helping insure all practices are in accordance with OSPI Child Food Program requirements.

When working in the clubhouse as an Assistant Youth Development Professional will be responsible for creating a safe, fun, nurturing environment for all youth. Assistant Youth Development Professionals will support room leads with programming consistent with our three priority outcomes of Academic Success, Healthy Lifestyles, and Good Character & Citizenship.

The Kitchen /Youth Assistant should enjoy working with children; create an environment that is safe and fun while helping members build confidence and skills. Youth Development Professionals foster positive relationships with children, families, staff, and community members.

QUALIFICATIONS

- Minimum of one-year experience preparing and serving food.
- Possess a Washington State Food Handlers Card. (preferred)
- 18 years of age or older with clean driving record.
- Ability to remain poised, positive, and energetic in a busy work environment.
- Ability to plan and manage multiple tasks and to develop solutions to problems with limited supervision.
- Strong communication skills, both verbal and written.
- Previous experience working with youth preferred.
- Bi-lingual preferred.
- Be able to lift 40lbs

JOB FUNCTIONS

- Help prepare meals that are in accordance with OSPI Child Food Program.
- Assisting with organizing managing pantry items as needed.
- Assist with Prep and serve snack and dinners nightly.
- Assisting with ensuring kitchen meets all health department standards and codes.
- Contributes to the creation of the Club's overall climate of fun, safety, youth development and success.
- Help to maintain organization and cleanliness of building.
- Assist room leads with programming consistent with our three priority outcomes of Academic Success, Healthy Lifestyles, and Good Character & Citizenship.
- Create a program setting that ensures the health and safety of members.
- Other duties as assigned.

APPLICATION PROCESS

Please submit a cover letter and resume to heather.robertson@greatclubs.org.
Position will close as filled.

Boys & Girls Clubs of Benton and Franklin Counties is an Equal Opportunity Employer.

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