

# PATERSON YMCA AFTER-SCHOOL PROGRAM

## JOB DESCRIPTION

**Position Title:** Food Server  
**Center:** SAAS (School Age after School)  
**Supervisor:** Youth Development Director  
**Compensation:**  
**Work Schedule:** Part Time: X  
**Time-Period:** Permanent

**Purpose:** The YMCA of Paterson is a non-profit 501 (c) (3) organization, which promotes values through programs that build healthy spirit, mind, and body through educational, recreational, and residential programs for people of all ages. The primary purpose of the YMCA of Paterson has always been to serve youth and their families.

**JOB SUMMARY:** Responsible for the total food service program. This includes administration of records, communication with vendor and meal planning.

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### **Requirements:**

- **Communicate, teach, and model the YMCA of Paterson Values: Caring, Honesty, Respect, & Responsibility**
- **Communicate, teach, and model the YMCA Focus: Youth Development, Healthy Living, & Social Responsibility**
- **Follow and adhere to the YMCA of Paterson Policies and Procedures**

### **Qualifications:**

- Must be a high school graduate or possess a GED,
- Be at least 18 years old, with knowledge of nutrition and cooking.
- Must be able to plan meals within a budget.
- Must have a food handler's certificate. Must have good organizational skills.
- Able to work under supervision. Warm and friendly with children, parents and staff.
- Meets the requirements of state laws for working with children.
- Must be physically capable to lift and handle food service equipment and service-ware.
- Current Driver's license.
- Fingerprint and criminal record check clearance by the State Department of N.J.
- Good health confirmed by a physical examination. Includes the ability to lift 20 – 30 lbs.

### **RESPONSIBILITIES**

1. Prepare menus subject to the approval of the Director.
2. Prepares snacks approved by the Director.
3. Assist counselors and children in cooking and serving projects.
4. Responsible for the cleanup of dishes, utensils, and the food preparation and serving areas.
5. In emergency, may be asked to help in other program areas.
6. Complete and maintain Department of Agriculture Records as determined by the State Child and Adult Food Program on a daily and monthly basis.
7. Communicate food service concerns to the preschool Director.
8. \*Maintain professional development hours annually and attend a professional conference yearly. (10 hours yearly)
9. Maintain a membership for professional development.
10. Must understand and maintain the confidentiality of student records and knowledge of family information.

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### LIMITS OF AUTHORITY:

1. May take action without informing:
  - a. When conducting the food service as planned
  - b. Changing menus in line with Department of Agriculture requirements.
2. May take action but must inform;
  - a. When communicating problems or adjustments with vendors.
  - b. Making adjustments to paperwork.
  - c. When updating food service guidelines established and approved by the Program Director.
3. Must have permission to:
  - a. Change planned activities, change hours of work
  - b. Meet with staff on food service guideline.

Job descriptions and specifications are not intended and should not be construed to be an exhaustive list of all responsibilities, skills or working conditions associated with the job. They are intended to be an accurate reflection of the principle requirements.

**Effective Date:** \_\_\_\_\_