

## **Boys & Girls Club of Dorchester**

### **Job Description**

TITLE/POSITION: Healthy Meals Coordinator-WDYC/Harbor Point  
DEPARTMENT: Food Program  
REPORTS TO: Director of Food Services & Nutrition  
FLSA CLASS: Non-Exempt  
STATUS: Full-Time

#### **PRIMARY FUNCTION:**

Under the direction of the Director of Food Services & Nutrition, the Healthy Meals Coordinator is responsible for preparing all daily food and overseeing kitchen operations of the Food Program meal programs at the WDYC/Harbor Point site (and Marr/McLaughlin, if needed). This includes daily preparation, production and service of high-quality meals and receive and store food deliveries in accordance with regulations.

#### **ORGANIZATIONAL RELATIONSHIPS:**

Reports directly to the Director of Food Services & Nutrition and may also receive direction and feedback from the Director of Operations, Early Education & Care Director- Harbor Point and VP of Youth and Community Engagement.

#### **KEY ROLES (ESSENTIAL JOB RESPONSIBILITIES):**

- Complete necessary preparation of food by following proper sanitation, safety guidelines, regulations and standards.
- Adhere to USDA portion control guide using the correct utensils for each food component in order to meet USDA standards.
- Report program information as needed and required to the Director of Food Services & Nutrition Care and others.
- Maintain a sanitary and safe kitchen at all times as outlined by Department of Education and the Board of Health.
- Collaborate with WDYC/Harbor Point staff to deliver and serve meals as needed.
- Attend Program Meetings
- Keep daily temperature recordings of stored and prepared foods.
- Assist with ordering receive and store food deliveries in accordance with all applicable regulations.
- Report any incidents to the Director of Food Services & Nutrition.
- Participate in meetings regarding the Food Program as needed.
- Perform other duties as assigned.

#### **SKILLS/KNOWLEDGE REQUIRED:**

- ✓ High School diploma or GED required.
- ✓ Knowledge of kitchen operations and food preparation required.
- ✓ ServSafe and Allergen certified or ability to become certified in food safety required.
- ✓ Must be able to lift 25-50 pounds in order to put away food upon delivery.
- ✓ Must be or become CPR/First Aid certified.
- ✓ Experience working with children.

- ✓ Must be organized and reliable.
- ✓ Flexibility to work clubhouse hours, especially as seasons and service needs change.
- ✓ Must have demonstrated effective communication skills.
- ✓ Must be able to satisfy the CORI/SORI and National Criminal Background Check requirements.

## **RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with Club professional staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information; seek input from all program staff.

**External:** Maintains contact with outside food services and vendors.

## **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

Job frequently requires standing, walking, talking, hearing, tasting, smelling, lifting (25-50lbs), reaching and handling objects with hands (picking, pinching, seizing, holding, grasping, turning), including perceiving attributes of objects, such as size, shape, temperature or texture by touching.

Occasional – Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; interruptions are common; involves exposure to demands and pressures from person other than immediate supervisor.

Work is performed in a scratch kitchen environment which at times is susceptible to noise, unpleasant odors, fumes or smoke, and high heat.