

Food Program Staff

Job Title: Food Program Staff
Reports Directly to: Executive Director

Summary: Food Program Staff are responsible for preparing, serving, and tracking food served to youth in our community. They are also responsible for the overall cleanliness of the food program space and bathrooms at the United Way.

Essential Duties and Responsibilities

- Report to work on time and pack meals prior to their serve times.
- Deliver meals to serve sites.
- Complete all daily operations paperwork (menus, collect meal counts...).
- Ensure cleanliness of food program space.
- Collect all uneaten meals after serve times and return them to United Way.

Organization Impact:

- Positively represent United Way when serving in the public.

Operations:

- Pack meals
- Complete daily paperwork
- Clean the following daily: food preparation space, coolers, food storage space, empty food trashcans as needed.
- Clean the following weekly: Mop floors in dining space and bathrooms, empty bathroom trash, refill paper products in bathrooms, clean toilet and sink, ensure the mirror is clean.

Competencies

Food Program Staff should demonstrate competence in some or all the following:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behavior and business practices, and ensure that our behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

- Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.
- Focus on Client Needs: Anticipate, understand and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
- Make Decisions: Assess situations to determine the importance, urgency and risks and make clear decisions which are timely and in the best interests of the organization.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals and track details, data, information and activities.
- Plan: Determine strategies to move the organization forward, set goals, create and implement action plans and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions and make recommendations and/or resolve the problem.
- Think Strategically: Assesses options and actions based on trends and conditions in the environment and the vision and values of the organization.