



# EMPLOYMENT OPPORTUNITY

## NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

### FOOD SERVICES ASSISTANT 1017-1013-OC

**SALARY GRADE /  
RANGE:**

**Range: 35.51      Salary: \$10.04 - \$11.08 per hour**

**EMPLOYMENT**

One (1) part time (15 hours per week), 52 week position are available with the Neighborhood House Association, Central Kitchen located at 1929 Hancock Street, San Diego, CA 92110

**APPLICATION SUBMITTAL INSTRUCTIONS: POSITION IS POSTED UNTIL FILLED**

Application must be fully completed (per application instructions), signed, dated when submitted. Also, submit copy of H6 (DMV print out) with your application to receive consideration. This position is being posted until filled

Applications and job announcements may be obtained at the above address; 841 South 41<sup>st</sup> Street, San Diego, CA 92113; or you may refer to [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org).

NOTE: 1 - Only properly completed and submitted applications will be considered. Notifications will not be sent for applications that do not meet submission requirements. 2 - Applications of candidates who do not meet the stated position requirements will not be considered. Only those considered for interview will be contacted.

**JOB DUTIES and RESPONSIBILITIES:**

Assists in all aspects of food preparation and distribution of large quantities of food; cleans, cuts, trims, grinds, chops and/or slices meats, vegetables, fruits and breads; opens containers, bags of frozen vegetables, fruits, dry goods, cereals; when assigned cooks, steams and/or assists cook in cooking vegetables, meat and other food; divides food into delivery meal containers; loads, drives and distributes food and other supplies to various preschool, school, and senior nutrition sites daily; unloads carts upon return; cleans, sanitizes containers and carts, work station and floors; washes tools and equipment; mops and sweeps kitchen; inspects and maintains vehicle for operating condition and safety; checks head lights, brake lights, tail lights, signal lights, mirrors, tires, gas gauge; fuels vehicles as needed; completes and/or ensures that sites complete assigned documentation. Performs other related duties as assigned.

**Please note: The work schedule will be 7:30am - 10:30am Monday - Friday**

**QUALIFICATIONS:**

**Education, Experience & Training:** A typical way to obtain the knowledge, skills and abilities outlined above is one year of food preparation experience and/or one year experience driving a high cube truck.

**QUALIFICATIONS (continued):**

**Knowledge of:** Kitchen sanitation, methods of care and cleaning of kitchen tools and equipment; basic safety procedures as applied to food preparation, basic math.

**Ability to:** observe kitchen safety and sanitation practices; understand and follow oral and written instructions; operate kitchen tools and equipment; exercise skills in organizing; ability to perform the physical duties of the job; practice good personal hygiene.

**Licenses & Certificates:** Must possess valid California Driver's License and must be at least 18 years old at the time of appointment; H6 (DMV print out) must be attached to application for further consideration. Must possess a current food handler's card.

**PHYSICAL & MENTAL DEMANDS:**

The employee is regularly required to stand for long periods; bend, walk, stoop and crouch; use hands to finger, handle, feel; operate kitchen tools and equipment and to engage in repetitive movement; reach with hands and arms; taste, smell; drive a vehicle; lift or push up to 40 pounds. This job requires close vision, color vision and the ability to adjust focus; perform work under intensive deadlines; communicate orally; and interact with those encountered in the course of work.

**APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.**

The provisions of this job announcement do not constitute an expressed or implied contract.

**SUBMISSION OF APPLICATIONS**

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 4:30 p.m. on that date, unless otherwise stated on this job announcement.

**POSITIONS REQUIRING DEGREE/ CREDENTIAL**

Where required, an official transcript from an accredited college/university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.

**BENEFITS**

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

**HOURS**

Unless otherwise stated in this job announcement, the normal workweek is eight (8) hours per workday for five (5) workdays (i.e., 40-hours per workweek), although the actual hours of work in the workday may vary between 6 a.m. – 11 p.m. Occasional weekend work may be required.

**INTRODUCTORY PERIOD**

All regular appointees serve 6 months introductory period

**CITIZENSHIP/IMMIGRATION STATUS**

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.