



UCAN Employment Opportunity

Nutrition Services Assistant I	
Head Start	Closing Date: Open till filled
Budgeted Hours: 20 hrs/wk – 52 wks/yr	Salary: \$ 10.75-11.44 hour
APPLICATION PACKET MUST INCLUDE UCAN APPLICATION AND PROOF CRIMINAL HISTORY WAS STARTED	

ATTENTION: Candidates **MUST** be enrolled in the Criminal History Registry. Initial registration requires completion of an Application for Enrollment in the Criminal History Registry and submitting it to the Child Care Division with processing fee. **Proof Criminal History was started MUST be included with the UCAN job application.** The on-line link for the Registry application is: <http://www.oregon.gov/OCC/Pages/On-line-application-informationpage.aspx> Please allow 3-4 days for in-state results when applied for on-line; 6-8 weeks for out-of-state results.

THE POSITION: Responsible for properly cleaning all dishes, silverware, glassware, utensils and pots and pans and maintaining kitchen work areas, equipment. Sweep and scrub floors, stock supplies in cupboards, refrigerators. May assist with service of meals and snacks for students, parents and classroom staff. When needed, serve as back-up for Nutrition Services Supervisor.

MINIMUM QUALIFICATIONS: Previous experience with food service, and dishwashing preferred. **Current driver's license is required with driving record to be provided at time of interview.** At the annual performance evaluation, or more frequently if determined to be necessary by the program director, driving records will be discussed with employees whose work duties require operating a motor vehicle. At time of appointment, must be enrolled in the Criminal History Registry.

In addition to the above, applications will receive further evaluation based on the following: **Knowledge of:** Reasonable knowledge of appropriate sanitary measures observed in kitchen operations; considerable knowledge of use of kitchen equipment; reasonable knowledge of food inventorying. **Skill in:** Use of food preparation equipment; use of automated equipment and systems; processing information on a computer using specialized databases and recordkeeping systems. **Ability to:** Communicate effectively both in written and oral form; inventory stock to have necessary supplies available when needed; remain calm and use good judgment during confrontational or high pressure situations; manage time efficiently; operate within established policies and procedures, and use initiative and judgment in completing tasks and responsibilities; work within a team; courteously meet and deal effectively with coworkers, vendors and the public. Must follow all safety rules and practices, and perform work in a safe manner.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work will require bending, lifting and carrying up to 5 pounds – occasionally up to 60 pounds, keyboarding, pulling, pushing, reaching, sitting, standing, stooping and walking. Work is typically performed under reasonable good working conditions with some exposure to heat and cold. Work requires continuous/concentrated mental and/or visual attention and alertness.

SUBMIT COMPLETED UCAN APPLICATION TO:
 UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470
 541-492-3913 FAX 541-492-3921
 Application on website: www.ucanap.org

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