



**BOYS & GIRLS CLUBS
OF DOOR COUNTY**

**Community Table Support Staff
Position Description**

Title: Community Table Support Staff

Reports to: Community Table Coordinator & Director of Programs and Operations

Times: This position is part-time and scheduled for up to 20 hours per week

Hours of Operation: After School 2:30-6:30 Monday-Friday, Summer 7:30-5:30, Events TBD

Primary Responsibilities

1. Assists in the food preparation process and any other relative activities.
2. Helps guide volunteers during meals and snack time
3. Set tables for meal
4. Cleans up after meal, finishing dishes and storage of leftovers properly
5. Assist in proper cleaning of kitchen on a routine basis
6. Comply with nutrition, CACFP, and sanitation regulations and safety standards.
7. Foster a climate of cooperation and respect between co-workers.

Member Interaction:

1. Implements and enforces all Club rules and policies.
2. Strictly observes confidentiality regarding confidentiality inside the club and in the community.
3. Models and encourages positive and constructive behavior. Follows correct procedure regarding member discipline.
4. Is aware of volunteer's restrictions on disciplining members.
5. Ensures a safe, healthy and positive environment.
6. Actively supervises and engages members at all times.

Community Interaction:

1. Creates positive image of the After School Program in the community.
2. Provides exceptional communication & support with all outside community individuals (volunteers, partners, speakers, businesses, etc) that provide services to students attending. Respond promptly to concerns and implementing best practices.

Requirements

1. Proven cooking expertise or willingness to learn.
2. Good understanding of standard computer programs.
3. Credentials in health and safety training.

Disclaimer

The job description in no way states or implies that these are the only duties to be performed by the . As necessary Chef Extraordinaire, will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Programs and Operations. The Boys & Girls Club of Door County reserves the right to update, revise or change this job description and related duties at any time.

Signed by: _____ Date: _____

Approved by: _____ Date: _____