



Camarillo Health Care District: As a preferred partner in health, wellness and aging, Camarillo Health Care District helps individuals manage ongoing health challenges, live better with chronic illness, and improve overall quality of life. Serving the area since 1969, Camarillo Health Care District is recognized as an innovative, award-winning model district throughout the State of California and the nation.

## Senior Nutrition Assistant

The **Senior Nutrition Assistant** aids in a variety of duties to ensure the success of the District's Senior Nutrition Program.

### Example of Job Duties

Adhere to mission and vision statements of the Camarillo Health Care District.

Main delivery driver of meals to home delivered meal clients.

Responsible for the meal site operations including food prep., sorts food and bundles meals, food delivery, and facility clean-up, including dining and kitchen areas

Responsible for organizing and arranging home-delivery routes for efficient delivery

May assist with home assessments.

Assists with inventory control, obtaining meal counts, and ordering of meals.

Assists in maintaining kitchen and congregate meal site in an orderly manner, following all rules and regulations in collaboration with grant guidelines.

Assists with hosting of dining room during meal hour

Maintains temperature records of hot and cold foods

Adheres to food safety and sanitation standards.

Cleans all appliances and preparation areas after use.

Washes or directs washing of all dishes, pots and pans.

Collection and/or distribution of donation envelopes to clients

Provide work support for Senior Nutrition Coordinator.

Maintain strong understanding of the scope of programs and services of the Camarillo Health Care District and the community at large.

Perform other related duties and responsibilities as assigned.

## The Ideal Candidate

Must be collaborative and have a strong work ethic and ability to prioritize multiple tasks. Must communicate clearly, tactfully and effectively both verbally and in writing; exercise independent judgement and critical thinking; motivate; establish rapport and effective working relationships with coworkers and management; be organized; maintain confidentiality and have the ability to deal with participants in a caring and professional manner.

Ability to work under pressure; sensitivity and patience to persons with special needs; ability to adjust and be flexible to changing conditions which may alter the direction of daily schedule; ability to keep accurate records.

## Minimum Qualifications

**Education:** High School Diploma or equivalent. Basic Math knowledge.

**Experience:** Minimum 2 years demonstrated skills in basic food service and preparation. Excellent customer service skills. Ability to adhere to environmental health standards for a nutrition program. Ability to follow and issue oral and written instructions. Critical thinking skills. Computer knowledge: WORD, Excel, Outlook, etc.

**Physical Conditions:** maintaining physical condition necessary for some light lifting and carrying (up to 25 lbs.) on a daily basis; standing 3-5 hours per day; sitting at least 1 hour per day. Driving; delivering meals multiple times per week.

**Other Requirements:** Criminal records clearance. CPR/AED and First Aid certification required. Food Handlers Certificate or become certified upon hire. Must have own transportation for use on the job, valid California Driver's License, Auto Insurance and acceptable DMV record

## Compensation & Benefits

\$16.00 per hour. 40 hours per week.

**Work schedule Monday through Friday.**

The District also offers an attractive benefits package, including:

California Public Employees' Retirement System (CalPERS); CalPERS 457Deferred Compensation plan

Medical insurance plans offered through the CalPERS Health Program.

Annual Accrual Rates: Leave accrual rates vary bi-weekly, based on years of service and weekly hours worked

Holidays: The District observes 11 holidays per year.

## To Apply

If you are interested in applying for this excellent opportunity, please visit:

<https://www.camhealth.com/join-our-team>

Camarillo Health Care District  
Human Resources Department  
3639 E. Las Posas Rd, Ste 117  
Camarillo, CA 93010

805-388-1952 ext. 125

*NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.*

*The eligible list established from this recruitment may be used to fill current and future positions.*