



Job Announcement

Camarillo Health Care District: The Camarillo Health Care District is a public agency formed in 1969 by the voters of the Pleasant Valley and surrounding areas to provide community health, wellness and safety services. Formed under the statutes of the State of California Health and Safety Code. Over time, California State Legislators and visionary Board Members have responded to the needs of the community with leading-edge, innovative health and wellness programs and services. The District is recognized as an award-winning District, and a model throughout the State and the nation. Special Healthcare Districts respond to the specialized health needs of California communities, and provide access to essential health services. As a result, tens of millions of Californians have been able to access care that would otherwise be out of reach.

Senior Nutrition Assistant

The **Senior Nutrition Assistant**, Under general supervision of the Health Promotion Manager, the Senior Nutrition Assistant provides assistance in a variety of duties to ensure the success of the District's Senior Nutrition Program.

Examples of Job Duties

Responsible for the meal site operations including food preparation, food delivery, volunteer oversight, and facility clean-up, including dining and kitchen areas.

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

Assists with receipt and organization of weekly meal deliveries to kitchen.

Assists with the tabulation of daily meals and clients served providing a daily statistics sheet to the Senior Nutrition Coordinator.

Upon weekly delivery of food order, will deliver vendor invoices to Senior Nutrition Coordinator.

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

Assists with delivery of meals to home delivered meal clients as needed.

Assists with hosting of dining room during meal hour.

Maintains temperature records of hot and cold foods, providing monthly temperature record sheets to Senior Nutrition Coordinator.

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 and volunteer drivers.

Collection of meal site donations at the end of the day. Delivers all monies with completed Cash Transmittal to Senior Nutrition Coordinator.

Responsible for the training of volunteers working in the kitchen and/or dining room.

Provide work support for Senior Nutrition Coordinator.

Gain strong understanding of the scope of programs and services of the Camarillo Health Care District.

Perform related duties and responsibilities as assigned.

Minimum Qualifications

Education: High School diploma or equivalent. Basic math knowledge.

Training and Experience: Working knowledge of basic food service and preparation, including use of institutional food preparation equipment; knowledge of record-keeping procedures, knowledge of and ability to relate to co-workers the public and older adults. Ability to adhere to environmental health standards for a nutrition program. Ability to follow and issue oral and written instructions. Servesafe Food Handler Certificate a plus.

Ability to plan and organize daily schedules for self and others. Ability to use the internet, email software; must have excellent written and verbal communication and phone skills.

Other requirements: Ability to pass all pre-employment requirements, including but not limited to criminal record clearance, physical, etc. Valid California Class C Driver's license. Means of transportation. Travel is required. Must have valid first-aid and CPR.

Schedule:

Monday|Wednesday|Friday; 7:30 am-11:30am; and
Every Third Thursday of the month; 9:30 am-1:00 pm

Compensation

Pay range: \$13.00-\$14.00 per hour

To Apply

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

<http://www.camhealth.com/employment-opportunities/>

Camarillo Health Care District
Human Resources Department
3639 E. Las Posas Rd, Ste. 117
Camarillo, CA 93010
805.388.1952 ext. 125

Note:

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