

# GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUBS**  
OF WHATCOM COUNTY

## POSITION DESCRIPTION

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<b>TITLE:</b>	<b>Healthy Foods Coordinator</b>
<b>DEPARTMENT:</b>	<b>Operations</b>
<b>REPORTS TO:</b>	<b>Chief Operating Officer</b>
<b>HOURS:</b>	<b>40hrs per week</b>
<b>PAY RATE</b>	<b>\$ 14.45- \$18.00</b>
<b>STATUS:</b>	<b>FT 40hrs a week</b>

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## POSITION DESCRIPTION

The Healthy Foods Coordinator provides meals for Club youth. The Healthy Foods Coordinator is responsible for preparing daily meals and snacks for the organization. This includes accountability for developing meals, procuring food resources and grant reporting. The Healthy Foods Coordinators recruits and supervises volunteers to assist with meal preparation. The Healthy Food Coordinator is expected to share best practices and collaborate effectively with their peers across the organization and in the community.

### KEY RESPONSIBILITIES

- Develop menus and secure food for the daily meal program
- Prepare daily meals with the assistance of volunteers
- Supervise volunteers in the central kitchen
- Provide staff development in the area of food preparation & kitchen skills
- Build and maintain relationships with Club staff and volunteers
- Approach challenges and collaborative efforts with a strengths-based and positive attitude
- Participate in county-wide program quality improvement efforts
- Marketing and promotion of summer food & meal programs
- Ensure menus and procurement standards meet FDA standards
- Accountable for the safety of organizational food preparation sites
- Participate in special programs or events as directed by the COO or CEO
- Take the initiative in researching best practice programs and proven methods for food programs

### CORE PERFORMANCE CATEGORIES

- Kitchen management & culinary skills
- Procurement of food and materials to support the program

- Program development & delivery in the area of nutrition
- Leadership development of volunteers & staff
- Record keeping and grant reporting

## **ADDITIONAL RESPONSIBILITIES**

- Develop partnerships with local vendors
- Handle other duties and responsibilities as deemed necessary or important as assigned by the Chief Executive Officer or Chief Operating Officer.

## **RELATIONSHIPS**

**Internal :** Maintain close, daily contact with Club staff, other BGCWC or BGCA program staff. Communicate daily to receive/provide information, discuss issues, explain or interpret guidelines/instructions. Collaborate with other Clubs to leverage strengths and create a consistency in quality programming throughout BGCWC.

**External:** Maintain contact with external community groups, schools, vendors and others as necessary to be successful in position and as directed by the Chief Operating Officer

## **SKILLS/KNOWLEDGE REQUIRED**

- 4 year degree in related field from an accredited college/ university preferred or combination secondary education and experience
- 3 year professional experience working with in a commercial kitchen
- Ability to prepare healthy meals
- Self-motivated and driven to create nutritious meals for Club members
- Satisfactory Motor Vehicle Record as determined by BGCWC. Must be 21 years old or older to drive Club owned and operated vehicles, when applicable
- Knowledge and/or experience working with a non-profit youth development agency, Boys & Girls Club experience preferred
- Proficient skill with Microsoft Office Suite
- Good organization and attention to detail, professional presence, strong customer relations skills and ability to maintain strict confidentiality
- Expertise in youth development principles
- Strong analytical and problem solving skills
- Experience supervising staff / volunteers
- Ability to set priorities and meet deadlines
- Ability to learn and implement new ideas
- Excellent verbal and written communication skills
- Ability to pass a national criminal background check and drug test that meets federal law
- Ability to work varied hours to meet organizational demands

## **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

Must be able to function under fast paced and noisy conditions; May require being active for long periods of time; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to push, pull, lift and or carry up to 50 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; duties are normally performed at the Boys & Girls Clubs of Whatcom County. The noise level in the work environment is usually moderately quiet while in the office and moderately loud when in the field.

**DISCLAIMER**

The job description in no way states or implies these are the only duties to be performed by the Healthy Foods Coordinator. As necessary, the staff will be required to follow any other instructions and to perform any other related duties as assigned by the Chief Operating Officer. The Boys & Girls Clubs of Whatcom County reserves the right to update, revise or change this job description and related duties at any time.

To Apply: Cover Letter, Resume, 3 References to Kim Grams [Kgrams@whatcomclubs.org](mailto:Kgrams@whatcomclubs.org)