



HOPKINS COUNTY FAMILY YMCA JOB DESCRIPTION

TITLE:	Outreach Staff/ Food Program	DEPARTMENT:	Outreach
HOURS:	20 hours/week	DIRECT SUPERVISOR:	Director of Community Outreach
DATE EFFECTIVE:	June 1, 2021		

POSITION SUMMARY: Under the direction of the Director of Community Outreach, and consistent with the Christian Mission of the YMCA, Food Program Staff will ensure that the Summer Food Service Program (SFSP) and CACFP (Child and Adult Care Food Program) sites operate in accordance with KY Department of Human Services (DHS) and USDA program guidelines and requirements. YMCA Food Program Staff are responsible for transporting and/or receiving, storing, serving, and accounting for meals, and seeing that all program rules and regulations are followed.

OUR CULTURE: Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. We are welcoming: we are open to all. We are a place where you can belong and become. We are genuine: we value you and embrace your individuality. We are hopeful: we believe in you and your potential to become a catalyst in the world. We are nurturing: we support you in your journey to develop your full potential. We are determined: above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

- Model the YMCA core values: Caring, Honesty, Respect and Responsibility.
- Engage children and families in activities and conversations that build healthy lifestyles and character.
- Model healthy habits for youth and staff at summer sites.
- Facilitate healthy living activities at summer sites.
- Interact with children and adults in a professional and appropriate manner.
- Clearly communicate the purpose of the meal program to parents/guardians.
- Organize, file and keep accurate documents according to CACFP and SFSP standards.
- Serve meals according to USDA regulations.
- Communicate daily with the Director of Community Outreach regarding meal delivery, meal accounts, food quality, program attendance, and meal adjustments that are needed.
- Verify proper food delivery from vendor and meal counts.
- Maintain food at proper temperatures.
- Distribute complete meals at designated time and records each meal that is dispensed.
- Keeps accurate records of meals served to children.

- Submit required recordkeeping material on weekly basis to ensure that information is tracked and reviewed.
- Attend staff meetings and training sessions.

QUALIFICATIONS:

- Must present a professional image and possess conflict resolution skills, and demonstrate sound judgment and initiative.
- Must be highly organized with the ability to work under pressure and handle multiple tasks.
- Have the ability to work independently with an emphasis on quality.
- Food Program Driver: Must be at least 21 years of age.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to stand and walk for long periods of time, to talk and hear, to lift and/or move up to 50 pounds, to climb or balance, to stoop, kneel, crouch, or crawl, occasional bending or squatting. The incumbent is required to use hands to finger, handle, or feel objects, tools, or controls. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Also required is frequent hearing and talking, in person and on the telephone. More than 50% of time may be spent outdoors.

This description is a summary of the functions of this position. Other duties may be assigned as needed. The YMCA reserves the right to review and adjust this job description as business needs dictate.