



High Valley Community Center offers a safe environment where our youth develop and strengthen positive values and behaviors through responsive programming, community service learning, and meaningful opportunities that inspire them to reach their full potential.

Nutrition Coordinator

Job Description & Duties

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hvcc@theHVCC.org
www.theHVCC.org
595 Grand Ave, Del Norte, CO 81132
(719) 657-2172

POSITION TYPE

Full Time/ Special Events as required
Salaried

REPORTS TO:

Operations Director

PAY RATE

\$12.56 - \$19.20 Hourly

BENEFITS

401K retirement
Health Insurance
Dental Insurance
Vision Insurance
Competitive Compensation
Flexible Family-first scheduling
Fair and equitable hiring practices
Opportunities for advancement
Yearly salary based bonus

REQUIREMENTS

- Must be at least 21 years of age
- Must be able to pass a drug screening, as well as a background check

Job Duties and Responsibilities

- Prepare meals and snacks for HVCC youth, seniors, and events
- Utilize recipes and weekly planners to ensure that all meals and snacks are prepared on time
- Follow USDA, county, and HVCC standards and best practices for preparing and serving food
- Maintain a clean and orderly workspace at all times
- Properly clean and sanitize all food preparation areas according to established standards of hygiene
- Sweep and mop the kitchen floors, wipe down walls, and maintain equipment
- Dispose of kitchen waste and recycling daily
- Wash and organize kitchen laundry
- Coordinate with the Operations Director to organize the kitchen, prep room, and storage areas
- Maintain an inventory of ingredients, supplies, tools, containers, and serving dishes
- Coordinate with other HVCC staff members in planning kitchen-related activities and events
- Assist the Operations Director in meal planning and ordering
- Unload and organize weekly deliveries
- Complete necessary data collection for meals, ordering, and equipment maintenance
- Coordinate with team members to ensure that setup, tear down, and cleaning tasks are completed daily - especially after events
- Complete trainings in ServeSafe, standard precautions, and HVCC kitchen expectations
- Integrate kitchen and nutrition operations into HVCC's youth and senior programming
- Assist in developing a safe environment for positive youth development
- Work independently and as a team
- Other duties as assigned



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Preferred Qualifications

- Have prior, proven experience in the related field (one year of food prep)
- MUST be at least 21 years of age
- One year of experience working with children
- Computer Skills to include but are not limited to
 - Usage of Microsoft Suite applications
 - Usage of Google Suite applications
 - Obtain, hold, and maintain CPR & First aid qualification

Working Conditions

- Work will be completed indoors and in the outside kitchen
- Most of the program time will be spent at the HVCC downtown location, however occasional travel will be required
- Schedule will be a typical shift from 9 a.m. to 6 p.m. Tuesday through Thursday and 7:30 a.m. to 5 p.m. on Fridays. Summer schedules are typically 7:30 a.m. - 6:00 p.m. Tuesday through Thursday with occasional Monday and Friday hours.
- The Nutrition Coordinator is expected to work HVCC events and program trips, which may include hours outside of the regular schedule
- Requires the ability to stand for long periods, walk, as well as the ability to sit at a desk and work at a computer
- Use of kitchen tools and equipment, including sharp and heavy objects