



Job Description

Job Title: 2018 AmeriCorps VISTA Summer Associates
Classification: Full-Time, Temporary
Department: Nutrition Services
Reports to: Nutrition Services Coordinator
Location: Boise, ID
Schedule: 8 hours per day Monday-Friday
Service Dates: June 4, 2018 - August 10, 2018, excluding July 4, 2018
Posting Date: March 28, 2018
Closing Date: **Open until filled**
How to Apply: To become an AmeriCorps VISTA you must apply through the AmeriCorps Portal at the following link: <https://my.americorps.gov>

Job Summary: Assist with operations of The Idaho Foodbank's **PICNIC IN THE PARK / Summer Lunch Program** by overseeing the safe handling, transport, and service of meals to eligible children at assigned locations. Staff members are responsible for accurate inventory control, meal service provision, food temperatures, number of children served, and proper portion control recording at assigned meal times in compliance with USDA program guidelines.

Qualifications:

- Ability to pass and demonstrate food safety training and certification provided by The Idaho Foodbank.
- Enjoy working with children and working as part of a team
- Ability to use sound judgment and discretion in all aspects of assigned duties
- Clean and neat in appearance
- Pass a pre-employment drug test and background check
- Ability to accurately collect and record required information
- Able to lift 35 lbs. and perform physical requirements of job, including but not limited to: working outdoors in parks, exposure to extreme refrigeration and freezer temperatures when staging food for service delivery, helping set up tables, lifting coolers of food, crates of milk, etc.
- **Reliable transportation is required**

Responsibilities:

- Responsible for accurate inventory control, meal service provision, food temperatures, tracking number of children served, and proper portion control recording during assigned meal times in compliance with USDA program guidelines.
- USDA meal service guidelines
- Safe food handling, transport, and storage procedures
- Operation and safety requirements of Idaho Foodbank vehicles (depending upon assigned position)
- USDA Civil Rights Nondiscrimination Policy and reporting procedures
- Customer service policies, safety review and record keeping responsibilities
- Mileage reporting and reimbursement procedures
- Personal hygiene, dress code and conduct requirements
- Warehouse equipment maintenance and safety

Duties:

- **Mandatory warehouse training will be conducted for most positions on Tuesday, May 29 (schedule TBD)**
- **Attend both mandatory program training on Wednesday, May 30 and Thursday, May 31, 2018 (schedule TBD) and sign attendance logs for all required trainings**
- **Mandatory program setup (all positions) and driver and driver's assistant training on Friday, June 1 (schedule TBD)**
- Participate in daily order fulfillment, return inventory reconciliation, collection of daily meal count forms and personnel time sheets
- Assist in other duties as assigned

** Feeding site locations, assignments and job duties are subject to change based on the needs of the program.*