



## Work where your work matters. Work at CCRC.

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 900+ people strong and growing!

You could play a key role supporting the **Early Care & Learning** Division! Go to our job board to apply:

[job board](#)

## The Nutrition Aide job at a glance

### General Summary

Under general supervision, the Nutrition Aide will be responsible for food preparation and storage; recordkeeping; and maintenance of sanitation standards in food preparation facilities.

This position is full time, 40 hours per week. This is an onsite work environment and consist of working at the assigned Head Start Kitchen locations.

### Core Benefits!

- **Competitive Compensation** Package
- **Robust benefit offerings** -Medical, Dental, Vision, and Voluntary Life Insurance!
  - CCRC ***covers approximately 90-100% of employee and dependent*** medical and dental coverage, and **90%** vision coverage!
  - There are a variety of medical and dental plans offered, including 5 medical plans of Kaiser HMO, 3 different Blue Shield HMOs, and a PPO, and Dental HMO or PPO
- **Basic Life Insurance and Long-Term Disability** paid for by CCRC
- **Flexible Spending Account** participation offered
- Employer Contribution and Employer Match in the **403(b) Retirement Savings Plan** with 100% vesting!
  - Upon meeting eligibility, employees receive a **5% contribution** and may participate in the **match of 50% up to the 1<sup>st</sup> 7% of deferrals**
- **Generous Time Off Policy** with vacation and Sick Time, Holidays, and Paid Winter Break
- Opportunities **for learning and professional development**, such as education reimbursement and mastering skills for career progression
- **Culture:** Mission-driven, passionate, and inclusive
- **Employee Assistance and Wellness Programs**
- **501(c) (3) designation**-You can apply for Public Service Loan Forgiveness!

## The Details of the Job:

### Essential Duties And Responsibilities

Within a team environment, the Nutrition Aide will perform the following responsibilities:

#### MEAL PREPARATION (40%)

- Accurately prepare meal/snack and special items in a manner, which ensures a quality product is delivered as assigned.

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- Practice safe meal preparation per all local, state, and federal regulations.
- Follow CCRC's meal preparation procedures and systems in the kitchen and to ensure the preparation of meals and snacks that are error free.
- Utilize and reference the current menu to ensure accuracy of items being prepared.
- Understand and utilize food standards, including how to identify quality food products.

#### **FOOD STORAGE (10%)**

- Properly store food and non-food items according to CCRC policies and procedures and health and safety regulations in the appropriate location(s).
- Utilize basic knowledge and consistently follow all health and safety regulations for the storage of foods.
- Consistently follow CCRC safety rules to prevent injury to self and others.
- Ensure products are rotated and labeled as needed on a consistent basis.

#### **QUALITY ASSURANCE (10%)**

- Assist in the receiving of deliveries, spot check for quality of product, and notify supervisor when items do not meet prescribed standards.
- Consistently use the inventory system and complete the quality check process of products delivered.
- Communicate clearly and immediately with supervisor regarding concerns identified regarding food products.

#### **CLEANING (25%)**

- Wash pots, pans, utensils and equipment as assigned following established sanitization guidelines.
- Ensure that pots, pans, utensils, and equipment are properly washed, rinsed, sanitized, and air-dried.
- Store cleaned items in their designated areas to ensure that all items are cleaned and ready for use.
- Properly clean and sanitize washing area before and after use and avoids cross contamination issues.

#### **MAINTENANCE (15%)**

- Maintain standard of sanitation in all areas of food preparation facility including the kitchen, breakroom, storage areas, and restroom.
- Follow and demonstrate an understanding of all cleaning and sanitation practices and policies.
- Utilize proper cleaning solutions and wear protective clothing as instructed by regulations of the program.
- Complete assigned side work and deep cleaning duties in a timely and thorough manner.
- Assist other Nutrition Aides with cleaning tasks, as directed.

### **Non-Essential Duties And Responsibilities**

These duties include tasks that are required, but currently comprise of less than 5% of the daily workflow for this job:

- Inventory food and non-food supplies as assigned and request needed items on a timely basis.
- Assist with Child and Adult Food Program recordkeeping as required.
- Attend agency meetings and trainings as required.
- Perform other duties, as assigned.

### **Job Specifications**

#### **Minimum Required**

- **Education:** High School diploma or equivalent, General Education Development (GED).
- **Professional/Technical Certifications:**
  - Hold or ability to obtain or qualify for CPR, First Aid Certification, and Food Handlers Certification.

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- Must have appropriate Food Handler Certificate as required by Los Angeles County Department of Public Health or obtain one within 30 days of employment.
- **Technical Requirements** - List specifics:
  - Basic proficiency level using Microsoft Applications.
- **Behavioral:**
  - Ability to maintain cooperative, diplomatic working relationships with co-workers, supervisors, families, and the community, to work as part of a team, and collaborate with colleagues.
  - Is able to show flexibility and maturity of judgement.
- **Travel:** This position requires 5% of travel time. Will travel to various Head Start locations including Palmdale and Lancaster. May use CCRC company vehicles, when available or personal vehicle and will be subject to Driver Management Policy requirements (i.e., valid California Driver’s License, automobile insurance and a clean driving record required).
- **Work Schedule:** Monday through Friday, 5:00 a.m. – 1:30 p.m. This position is full time, 40 hours per week; Ability to work a non-traditional work schedule as needed.
- **Work environment:** This position works out of the Head Start Central Kitchen in a fast paced and physically labored environment.
- **Background & Health Clearance Requirements: Head Start / CCP**
  - Criminal Records (e.g. Live Scan Fingerprinting), Child Abuse Index Check, Sexual Offender Registry, Health and Tuberculosis (TB) test clearances required.

**Preferred**

All minimum requirements above met, plus:

- **Experience:** One to two years’ food preparation experience in a commercial or institutional kitchen.
- **Technical Requirements** – In addition to above (list specifics):
  - Intermediate proficiency level using Microsoft Applications, including Outlook and Zoom.
- **Bilingual preferred.** Ability to converse, write and/or translate in English and Spanish

**Physical Demands**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

| <b>Physical Activity</b>  |                                     |                                     |                                     |                          |                          |
|---|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| <b>Activity</b><br>List the number of hours spent performing the activity.  | <b>Hours Per Day</b>                |                                     |                                     |                          |                          |
|   | <b>NA</b>                           | <b>0-2</b>                          | <b>3-4</b>                          | <b>5-6</b>               | <b>7-8</b>               |
| <b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Crawling:</b> Moving about on hands and knees.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Crouching:</b> Bending the body downward and forward by bending the leg and spine.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Driving:</b> A car, truck, forklift or other types of moving equipment.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Feeling:</b> Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| <b>Physical Activity</b>   |                                     |                                     |                                     |                                     |                                     |
|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <b>Activity</b><br>List the number of hours spent performing the activity.   | <b>Hours Per Day</b>                |                                     |                                     |                                     |                                     |
|  | <b>NA</b>                           | <b>0-2</b>                          | <b>3-4</b>                          | <b>5-6</b>                          | <b>7-8</b>                          |
| <b>Grasping:</b> Applying pressure to an object with the fingers.  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>Hearing:</b> Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment. | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>Kneeling:</b> Bending legs at the knee to rest the body on the knee or knees.   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>Lifting:</b> Raising objects from a lower to a higher location or moving objects horizontally from one location to another. Lifting a 50lb object to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.                                      | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>Pulling:</b> Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>Pushing:</b> Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>Reaching:</b> Extending hand or hands and extending arm or arms in any direction.   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>Repetitive motions:</b> Substantial movements of the wrist, hands, and/or fingers, including keyboarding.   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>Sitting:</b> Particularly for long periods of time.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>Standing:</b> Standing or staying on feet for sustained periods of time.  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>Stooping:</b> Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>Talking:</b> Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>Twisting:</b> Turning from right to left at the waist.  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>Viewing:</b> The ability to distinguish colors, read a VDT or other needs for depth perception.   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>Walking:</b> Moving about on feet to accomplish tasks.  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

## Notices

Child Care Resource Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

### Accommodations

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (818) 717-1000 ext. 6599 or email them at [Recruiting@ccrcca.org](mailto:Recruiting@ccrcca.org).

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