



Part-time USDA Food Coordinator

Salary: \$14.50 per hour

Location: Tacoma, Washington

Position Type: Part-time, Non Exempt, Hourly

Reports To: Senior Director of Education Programs

Department: Education Programs

Website: peacecommunitycenter.org

Closing Date: Open Until Filled

About Peace Community Center

Peace Community Center is rooted in faith and the Hilltop neighborhood and believes that education is an integral part of a strong community. Our mission is to support and encourage youth historically underrepresented in college to cultivate their academic and leadership talents so they can gain full access to educational opportunities and reach their full potential.

We were founded in 2001 and serve students in Tacoma's Hilltop neighborhood. What began as afterschool tutoring for high school students has grown into an educational pathway with the goal of beginning programming with students in 2nd grade and supporting them through the completion of a post-secondary degree. Today, we serve 365+ scholars each year, with the goal of helping every child reach their full potential.

Peace Community Center is committed to becoming an anti-racist, multicultural organization. We do not discriminate on the basis of race, religion, sex, gender identity or expression, sexual orientation, age, immigration status, national origin, disability, veteran status, or any other characteristic protected by law.

About the Position

Peace Community Center is seeking a reliable and professional USDA Food Coordinator to prepare meals and serve students in our elementary and high school programs. The USDA Food Coordinator works independently and ensures quality and compliant food is served to students for after school programming. **This position is part-time and the hours are Monday - Friday 1:00-6:00 p.m.**

Primary Responsibilities

Food preparation and service

- Use accepted procedures for preparation to ensure taste and nutritional content
- Prepare food to ensure current portion size to meet CACFP meal requirements for each age group of children served
- Transport food to local school for dinner service
- Maintain correct temperature is during food preparation and service
- Regularly inspect and maintain refrigerator, freezer, and dry storage for safety and sanitation purposes
- Demonstrates correct washing procedures for all dishes
- Provide portions to each student to meet CACFP meal pattern requirements
- Store food at correct temperatures to meet sanitation requirements



Sanitation and safety

- Maintain safe and sanitary conditions and storage, preparation and food service
- Use accepted procedures for cleaning and sanitizing work areas, utensils, and equipment
- Establish and maintain a routine cleaning schedule for PCC kitchen including but not limited to refrigerator, freezers, and ovens
- Use an effective system for garbage disposal
- Report safety hazards or accidents to supervisor
- Able to use and operate a fire extinguisher for each type of fire
- Maintain up-to-date food handlers card
- Ensure compliance for necessary health inspections

Menu planning and nutrition education

- Keep inventory records and provide notice to supervisor when items are running low
- Follow planned menu and ensure that the CACFP meal and snack patterns are followed
- Evaluate menus for nutrition contribution, appearance, and children's acceptance
- Make equivalent substitutions and menus within CACFP guidelines
- Regularly assess food waste and use findings for future menu planning
- Attend nutrition education and training, as appropriate

Purchasing, receiving, and storage

- Purchase of food to meet gaps in meal preparation (not ordered from Sysco)
- Ensure food items to meet portion sizes, serving per unit, and expected yield from recipes
- Consider storage, usage, food plan and supply when reporting the gaps to supervisor
- Turn and receipts and invoices regularly as directed by supervisor
- Maintain USDA folder per USDA guidelines

Administration and collaboration

- Support and collaborate with supervisor to maintain inventory of food including routine and scheduled food purchase needs
- Help train substitute cooks and food program volunteers
- Maintain food production records according to state and federal guidelines
- Regularly meet with supervisor and attend meetings as requested
- Other duties as assigned

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

QUALIFICATIONS

Required Experience and Qualifications

- Valid Food Worker Card
- Valid driver's license
- Reliable transportation for food transportation between sites
- Experience preparing food for large groups
- Familiarity with food recipes and working without explicit written instruction
- Food handlers card can be acquired after hire



- Available to work weekdays 1:00 p.m. - 5:00 p.m. (required)
- Basic technology skills (MS Office and Google Suite)
- Ability to lift a minimum of 10-30 pounds

Preferred

- Great improvisation skills
- Ability to build rapport with children in grades 2-12
- Ability to lift up to 50 pounds

COMPENSATION

Salary: \$14.50 per hour based on experience

Benefits: This position does not qualify for benefits

APPLICATION PROCESS AND TIMELINE

Please submit position-specific cover letter and resume prior to the deadline via email to jobs@peacecommunitycenter.org. Email subject line should read: "USDA Food Coordinator Application." Incomplete applications will not be considered.

Priority Deadline: Open Until Filled

Qualified candidates will be interviewed on a rolling basis until the position is filled.