

Food Service Assistants (Part Time)

Eliminating racism. Empowering women. YWCA Metropolitan Phoenix's mission lives in the soul of everyone at YWCA because we demand a world of equity and human decency. We envision a world of opportunity. We commit ourselves to the work of justice. Every day, we get up and do the work, until institutions are transformed; until the world sees women, girls, and people of color the way we do: Equal. Powerful. Unstoppable. All YWCA staff members are expected to function as self-directed members of a collaborative team, to model professional standards and the YWCA Mission, and to help sustain an environment that encourages women's and girls' investment in themselves and the YWCA movement. Successful candidates are on their own racial justice learning journey. We believe in **Self-Managed Teams (Learning, Creating, and Leading Together), Collaboration, Co-creation, Inclusivity, Respect, Engaged and Engaging, Fun and Joy.**

Work Environment: Work is performed in Glendale locations

Position Summary:

YWCA provides an excellent work environment with competitive pay and the opportunity for professional and personal growth. Success in this position will depend upon a positive outlook, solid work ethic, and the ability to operate in a team environment, as well as function independently where required.

Food Service Assistant Under direction of the Food Service Manager and the team that provides assistance in the kitchen to see that meals are prepared, packed and served or delivered in a timely and efficient manner. Demonstrates a learning mindset and is comfortable with social and racial justice initiatives. Finally, they strive toward equitable systems, more connected communities, and relationships with people from various economic and geographic backgrounds.

We encourage all who are interested and are passionate about serving the community, who meet most of the minimum qualifications or skills below and meet all the required licenses/certifications to apply. If you or someone you know has experience in advocacy and community building, please forward or apply.

Essential Functions

- Assist with preparation and service of meals, following dietician's pre-approved menu
- Ensure that proper food portions are appropriately arranged on plates for service
- Follow sanitation, food handling and food storage guidelines to remain in compliance with the Maricopa County Dept. of Health Services, Area Agency on Aging and OSHA guidelines
- Ensure that food items are properly rotated in storage and refrigerator/freezer areas
- Transport food and supplies to kitchen and service areas; at various locations as assigned
- Prepare eating areas, serve meals and clean-up after meal service; at various locations as assigned
- Assist with ordering food products and supplies
- Wash all kitchen dishes, utensils, pots and pans



Metropolitan Phoenix

- Report kitchen malfunctions
- Inspect food items and equipment regularly
- Participate in training/workshops to enhance job performance and skills
- Follow sanitation, food handling and food storage guidelines
- Provide quality seamless customer service with employees, clients, agencies, vendors, partners and the public
- Maintain confidential client information
- Other duties as they emerge

Required Skills

- Works collaboratively within a team environment
- Ability to take ownership/responsibility of tasks of projects assigned/held
- Ability to navigate quickly between projects
- Can coordinate multiple tasks simultaneously
- Ability to be flexible and adaptable to changing work environments, priorities, and organizational needs
- Highly motivated, self-directed, and proactive problem solver
- Ability to navigate with empathy through communities
- Able to inquire with thoughtfulness and kindness while keeping communities at the forefront
- Excellent communication skills
- Provide collaborative support with multiple partners supporting organizational goals
- Reach, bend, stoop and frequently lift up to 25 pounds

Desired Qualifications

- Minimum 2 years of experience in food service or customer service-related industry desired

Responsible to: Food Service Manager

Job Type: Part-time, Non-Exempt

Hourly: \$16.05

Schedule: On average 20-25 hours per week, Mondays through Fridays,
(Candidate should have availability and flexibility between the hours of 6:00am – 2:00pm)

Available shifts: Monday – Friday, 6:00am – 10:00am

Monday – Friday, 9:00am – 1:00pm

Benefits: *after 90-day waiting period*

- Term Life insurance (Employer paid)
- Employee Assistance Program (Employer Paid)
- Vacation hours accrued at the part-time rate based on hours worked, to use after 90 days
- Personal Time Off – two days at part-time rate per fiscal year



Metropolitan Phoenix

- Sick Time, earned at the part-time rate based on hours worked
- 13 paid holidays (if they fall on a regularly scheduled workday) at the part-time rate based on hours worked

Retirement

- 403b Mutual of America Retirement Plan
- YWCA National Retirement Plan (eligible after 2 years employment and 1000 hours worked a minimum during each 12-month period)

License/Certification Requirements:

- Must be 18 years or older
- Have a high school diploma or equivalent
- Valid Arizona Driver's License with no driving restrictions
- Must be eligible to work in the U.S. (E-Verify confirmation)
- Food Handlers Card Certification
- Pass Arizona Department of Public Safety background level one clearance and obtain the corresponding fingerprint clearance card

TO APPLY:

Submit your resume and 3 references to:

YWCA Metropolitan Phoenix

Subject: Food Service Assistant (specify preferred shift)

Attn: jobs@ywcaaz.org

Open until filled

YWCA Metropolitan Phoenix is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQ2S+ individuals, seniors, and people with disabilities. YWCA Metropolitan Phoenix will provide accommodation in all aspects of the hiring process. If you require accommodation, we will work with you to meet your needs.