POSITION OPENING

POSITION: Nutrition Aide – hours are primarily 10-2 pm
Part-Time / Non-Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 805
COMPENSATION: $15.00 per hour
LOCATION: Passages; Candidate must be a California resident at the start of the position

ESSENTIAL JOB FUNCTIONS:
- Serving meals to older adults at congregate meal sites and/or delivering meals to their home in Butte County.
- Pick up, transport, set up, deliver, and take down/clean up meal sites
- Practice food safety requirements in accordance with state and federal regulations
- Ability to register clients, track required documents, collect and, account for donations received from program participants
- Other duties as assigned

EMPLOYMENT STANDARDS:
- High School Diploma or equivalent
- Requisite food service or other work experience to perform duties
- Experience working with older adults and persons with disabilities desirable
- Must possess the ability to relate to seniors, adults with disabilities, and caregivers, demonstrating sensitivity, active listening, and a respect for self-determination
- Ability to analyze problems, to present options, and to advocate for clients
- Possession of computer skills including familiarity with database and word processing software
- Ability to function as a member of the Passages team
- Ability to consistently represent Passages in a positive and professional manner
- Bilingual (Spanish) skills desirable

COMPLIANCE REQUIREMENTS:
- Candidate must be in possession of valid driver’s license and automobile liability insurance. Participation in the DMV Employer Pull Notice Program (driving record) is required. The candidate will be required to update their insurance with Chico State Enterprises Human Resources when necessary.
- Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.
- CSE is collecting information from current employees and new hires in process to comply with this CSU system policy. Job candidates who receive a contingent offer of employment will be required to complete a self-certification process prior to receiving a final offer of employment. A candidate will be asked to certify whether they are fully vaccinated, are in the process of becoming fully vaccinated, will request a medical or religious exemption, or do not plan to access any campus/CSE facilities or participate in any in-person work. Questions regarding this process should be directed to the CSE HR team at csehr@csuchico.edu.

HOW TO APPLY:
The application review process with begin December 06, 2021. To be considered, please submit the following document:
- Resume

BY DROP BOX: https://csuchico.app.box.com/f/4dbd905136734930a6fe1ce5a2131bd9
BY EMAIL: csejobs@csuchico.edu

DISCLOSURE OF CAMPUS CRIME STATISTICS
CSU, Chico’s Annual Security Report includes summaries of institutional policy relating to campus safety, drug and alcohol use, sexual assault, and other matters. The report is published in compliance with the Clery Act and includes three years of certain crime statistics that occurred in Clery Act defined geography. A paper copy of the report may be requested in person at CSU, Chico Police Department or by calling (530) 898-5555. It is also available on the web at 2020 Annual Security Report.

Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises’ policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
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