**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.
- 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 Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information.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.

**HOW TO APPLY:**  
To be considered, submit the following documents by **September 21, 2021**. Documents submitted after this date will not be considered.
- Resume

**BY DROP BOX:** [https://csuchico.app.box.com/f/3578d5b413ec49f29fa29d3648d9779f](https://csuchico.app.box.com/f/3578d5b413ec49f29fa29d3648d9779f)  
**BY EMAIL:** csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

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**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.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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.