POSITION OPENING

CHICO STATE ENTERPRISES

25 Main Street, Suite 206 | Chico, California 95928-5388 | Phone 530-898-6811 | Fax 530-898-3391 | www.csuchico.edu/cse

POSITION: Lead Senior Nutrition Assistant – Open to current Chico State Enterprises employees only
Part-Time (12-20 hours per week) / Hourly / Non-Benefited / Non-Exempt

RECRUITMENT ID: 724
LOCATION: Passages (Area Agency on Aging), Butte County
COMPENSATION: $17.00 per hour

ESSENTIAL JOB FUNCTIONS:
- Serve as the lead staff person under the direction of the Area Agency Director or designee in the development, coordination, and implementation of direct service Senior Nutrition Program (this includes home delivered meals, congregate meals, and to-go congregate meals).
- Responsible for ordering food from vendor(s), scheduling shifts that include pack-out, home delivered meal routes, congregate and to-go meal sites.
- Serving meals to older adults at congregate meal and to-go sites or in 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:
Education:
- High School Diploma or equivalent.
Experience:
- Requisite food service or other work experience to perform duties.
- Experience working with older adults and persons with disabilities desirable.
Knowledge and Abilities:
- 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.
- Possession of valid CA driver’s license and automobile liability insurance and own transportation.
- Participation in the DMV Employer Pull Notice Program (driving record) will be required of the successful candidate.
- Candidates will be required to pass a Department of Justice (DOJ)/Federal Bureau of Investigation (FBI) fingerprint clearance (referred to as Live Scan) prior to beginning employment.
- Bilingual (Spanish) skills desirable.

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:
- Chico State Enterprises application
- Cover letter
- Current resume
- Three professional references.

Applications can be submitted:
BY EMAIL: csejobs@csuchico.edu

BY FAX: (530) 898-3391

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.

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.
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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.