



**BOYS & GIRLS CLUBS**  
METRO DENVER



# Make a Difference FOR KIDS

Helping Kids. Building Communities.



Boys & Girls Clubs of Metro Denver is offering an exciting opportunity for the right person to join our dynamic, forward-thinking team. We rely on the dedication of caring employees to provide a safe, nurturing environment for kids to learn and grow. We take pride in our highly skilled, diverse and committed workforce. Our staff are educators, coaches, artists, mentors, community leaders and ambassadors. Join a team of passionate individuals who are working to make a difference for kids.

## Nutrition Specialist – Multiple Locations

**Club/Office Location:** Johnson Boys & Girls Club

Jefferson County Boys & Girls Club

### **Job Description:**

The Boys & Girls Clubs of Metro Denver (BGCMD) operates a variety of program sites across the metro area, this site is a community school model that focuses on youth development, parent engagement, and family support services.

This position is part of a team-oriented Club staff dedicated to our theory of change. This position is responsible for serving a daily meal to over 65 Club members per day, five days per week. This position reports to Club director and works closely with Club members. This position will be required to assist with Club and community events related to the program including nightly dinners, routine paperwork and ongoing maintenance and upkeep of the work area.

Specifically, the Nutrition Specialist shall:

- Serve children and organize your assigned site daily.
- Provide the site (for the meal only):
  - With FBR designated supplies and serving equipment;
  - Keep strict adherence to “meal time” schedule and allow for meal prep;
  - Clear, wipe down and straighten all tables in the meal area
  - Clean the meal prep/serving area after each meal is served.
- Meet USDA, Health Department and Kids Cafe standards:
  - Responsible for maintaining and reporting the daily counts of children fed by using Pick Sheet and Daily Attendance Roster;
  - Daily provide reports to an appointed NN staff member.
- Serve as a role-model and positive mentor to all Club members.
- Attend necessary trainings as provided and/or conducted by Nutrition Network staff and/or selected vendors.
- Maintain all appropriate equipment and assist with site supply inventory.

Additional responsibilities may include: meeting with other club staff, inventory and purchase of teaching materials, upkeep of area, maintaining the budget and participating in ongoing professional development.

*The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives of employees assigned to this job. The Boys & Girls Clubs of Metro Denver is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by law.*

**Job Requirements:**

- Must be 19 years of age or older.
- At least one year of direct youth service experience and will have a demonstrable record of planning and implementing youth programs. Previous experience working with at-risk youth is preferred, as is a background in education. Volunteer service may be substituted on a year-by-year basis.
- Candidates must be able to pass a drug test, criminal and driving records investigation.
- The successful candidate will primarily work indoors. Accordingly, the ability to use a variety of equipment including janitorial and office equipment is required. The job requires the ability to stand for extended periods, kneel, reach, bend, and lift objects weighing in excess of 25lbs. Outdoor work and moderate physically demanding activities may be required on occasion. The ability to read and write is necessary to complete reports and properly document program and organizational data. A valid driver's license and ability to be insured under the company's insurance policy is also a requisite.

**Details:**

**Status:** Part-time, Non-exempt (10-15 hours per week),

**Pay Range:** \$11.10 an hour

**Interested applicants should submit a cover letter, resume and three professional references to [jobs@bgcmd.org](mailto:jobs@bgcmd.org). Please include the position title in the subject line of the e-mail.**

**This position will remain open until filled.**