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A 21st Century  
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Learning Center

## Nutrition Program Food Handler Position Description

**JOB TITLE:** Nutrition Program Food Handler

**TEAM:** Operations & Programs

**REPORTS TO (Title):** Director of Operations, with dotted line reporting to the Education Program Director and the Athletics Director

**SUPERVISES (Direct):** (no direct staff reports)

**DATE:** September 30, 2022

**Pay Rate:** \$17.50 per hour

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Beacon House was founded in 1991 to provide children in Northeast Washington, DC's Edgewood neighborhood with a safe, nurturing, life expanding community in which to increase their academic achievement, discover their talents, and to grow into healthy adults who achieve their greatest potential. Our programs focus on closing the education achievement gap - and thus improving the economic trajectories - of children and youth ages 5-18 for whom generational poverty is most persistent. Beacon House is recognized as "One of the Best" nonprofits in Washington, DC by the Catalogue for Philanthropy: Greater Washington.

### POSTION SUMMARY

The Nutrition Program Food Handler at Beacon House is a part-time role that demands both excellent attentions to detail and the ability to work quickly on repetitive tasks without sacrificing quality. The position entails working with unpackaged foods and beverages and preparing them to be consumed by the students in Beacon House. The Nutrition Program Food Handler may work within various programming spaces. The main goal of the Nutrition Program Food Handler is to efficiently prepare food for consumption while still following all necessary food safety guidelines. To do this, the Nutrition Program Food Handler needs to be able to work with minimal supervision and maintain both their focus and quality. The ideal candidate is collaborative, flexible, extremely well organized, has strong problem-solving skills and loves checking tasks off their to-do list with great attention to detail. We are also seeking candidates who demonstrate the ability to model Beacon House's values: Community, Flexibility, Saving and Changing Student Lives, Students First, and Trust).

### Food Handler Job Description

Beacon House is looking for a new food handler. Applicants will be asked to complete a questionnaire of food health and safety questions to demonstrate their skill set. You may be asked to receive and unpack deliveries, verify inventory, and discard any spoiled or contaminated food items. You will be responsible for getting our food ready for the students in our program. This will require a high level of attention to detail.

As a food handler, you will need to be knowledgeable of all food health and safety regulations and be able to work well in a team. A food handler's license is required to qualify for this position. Beacon House will provide all training needed to obtain a license.

This is a part-time position with work hours of 2:00-5:00 PM on Monday - Friday. There may be occasional additional hours for training and planning.

### Food Handler Responsibilities:

- Prepare food items for our students



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- Follow all food health and safety guidelines and requirements
- Receive food deliveries on a daily basis at 2:30pm
- Maintain food preparation tools, including cleaning and disinfecting instruments and equipment before and after use
- Maintain the cleanliness of all surfaces involved in the food handling process, such as counters, ovens, freezers, and microwaves
- Clean up any spills and leaks that may occur
- Follow procedure to prevent food spoilage and waste
- Prepare food rotation labels and use them to ensure optimal use of our key ingredients
- Assist with completing nutrition program applications, managing program compliance, and monitoring, and attending all related training. Including being a point of contact for kitchen operations and ensuring that food safety guidelines are followed.

#### **Food Handler Requirements:**

- High school diploma or GED
- Either currently hold or successfully pass the training to obtain a food handler's license
- Previous experience with handling food is preferred
- Knowledge of the latest food health and safety guidelines
- Ability to work well in a team
- Ability to maintain a high standard of quality in an unsupervised setting
- Strong communication skills

#### **ADA SPECIFICATIONS**

- Minimal heavy lifting and no strenuous activity is required. Reasonable accommodations can be made.

Apply by emailing your cover letter and resume to [jobs@beaconhousedc.org](mailto:jobs@beaconhousedc.org) with the subject line

#### **"Nutrition Program Food Handler"**

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

#### **COVID-19 Notice**

Our number one priority is the health and safety of our employees, students, and their families; our school partners; and the community at large from COVID-19. Proof of COVID-19 vaccination is required for employment and service – all staff members, including those working virtually are required to be fully vaccinated by November 19, 2021, or by your start date if after September 1, 2021. If you are unable to be vaccinated for medical reasons or sincerely held religious beliefs, we will consider requests for reasonable accommodation consistent with our policy, and where we are able to provide such accommodations without undue hardship to the organization pursuant to applicable law. Notwithstanding any language herein, Beacon House will comply with any local or federal orders, statutes, or regulations that may conflict with the COVID-19 vaccination policy.

\*Individuals are considered fully vaccinated 14 days after receiving the second dose of a two-dose vaccine (Pfizer or Moderna) or one dose of a single-dose vaccination (Johnson & Johnson).