



COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC.

2255 Del Oro Avenue; Oroville, California 95965 (530) 538-7559 FAX (530) 533-7470

INSTRUCTIONS TO APPLICANTS FOR THE POSITION OF:

SITE LEAD

SALARY

RANGE 12 (\$8.49 - \$10.88)

OPEN UNTIL SUFFICIENT APPLICATIONS RECEIVED.

IMPORTANT INFORMATION, PLEASE READ CAREFULLY!

AGENCY APPLICATION:

COMPLETE ALL PAGES OF THE APPLICATION. YOUR SIGNATURE IS REQUIRED. Do **NOT** USE "SEE RESUME" FOR ANY OF THE REQUESTED INFORMATION. **FAILURE TO PROVIDE ANY OF THE REQUIRED INFORMATION WILL RESULT IN THE REJECTION OF YOUR APPLICATION.** APPLICATION PACKETS MAY BE HAND-DELIVERED, FAXED OR SENT BY MAIL.

COVER LETTER (REQUIRED)

RESUME (REQUIRED)

LETTERS OF RECOMMENDATION (RECOMMENDED, BUT NOT REQUIRED)

JOB RELATED TRANSCRIPTS AND/OR CERTIFICATES (REQUIRED)

CPR, FIRST AID, AND SERVSAFE CERTIFICATES MUST BE OBTAINED WITHIN 90-DAYS OF HIRE

DMV PRINTOUT (LESS THAN 30 DAYS OLD REQUIRED)

PLEASE SUBMIT APPLICATION PACKET IN THE FOLLOWING ORDER:

1. COVER LETTER (REQUIRED)
2. AGENCY APPLICATION (REQUIRED)
3. RESUME (REQUIRED)
4. LETTERS OF RECOMMENDATION (RECOMMENDED, BUT NOT REQUIRED)
5. JOB RELATED TRANSCRIPTS AND/OR CERTIFICATES (REQUIRED)
6. DMV PRINTOUT (REQUIRED)
7. REFERENCE AND BACKGROUND CHECK PERMISSION (REQUIRED)
8. AFFIRMATIVE ACTION QUESTIONNAIRE (OPTIONAL)

PLEASE NOTE THAT IT IS YOUR RESPONSIBILITY TO PROVIDE ALL COPIES OF DOCUMENTS YOU ARE SUBMITTING. THE COMMUNITY ACTION AGENCY DOES NOT MAKE COPIES FOR APPLICANTS. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

SITE LEAD

DEFINITION

Under general supervision the incumbent will organize, oversee, and coordinate the activities and operations of a food service site; to order and maintain necessary supplies; to monitor the work of food service staff in the serving of food at a satellite facility; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents have the responsibility for the timely serving of large quantities of food items at a food service site.

REPORTS TO

Food & Nutrition Program Supervisor and Manager.

CLASSIFICATIONS SUPERVISED

This is a lead position for Food Service Workers and volunteers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

- Organizes and coordinates the operations of a satellite food serving program, including the social and educational activities;
- Actively works to promote a comfortable, friendly atmosphere for all site participants and guests;
- Maintains attendance sign-in sheets and records of participants in both on-site and in-home delivery programs, as applicable;
- Coordinates with the production kitchen regarding the number of meals needed daily;
- Accurately maintains daily reservation lists and volunteer in-kind reports;
- Calculates donations, prepares deposits, and may be required to drop off deposits at designated location;
- Maintains and prepares records and reports related to food ordered, used, and served;
- Packs meals for in-home delivery, as applicable;
- Transports and/or serves food to congregate sites following the guidelines set forth by local and state agencies;
- Cleans and stores trays, dishes, cooking utensils, and equipment;
- Operates and cleans a variety of food service equipment and machines;
- Maintains work areas and serving counters in clean, neat, orderly and sanitary condition;
- Works with volunteers as needed;
- Reports all accidents or incidents to the senior nutrition program office and completes the required reports.

TYPICAL PHYSICAL REQUIREMENTS

Frequently sit, stand, and walk for extended periods; stoop, kneel, and crouch to pick up or move objects, and kitchen equipment; physical ability to lift and carry objects weighing up to 50 pounds without assistance; non-typical physical ability to lift, push, and carry objects weighing up to 150 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; uses ovens, steam tables, microwaves, commercial dishwashers, and cash register; verbal communication.

TYPICAL WORKING CONDITIONS

Work is performed in a kitchen or food serving environment; exposure to heat, and electrical energy; works in an environment with constant noise; works around equipment with moving parts; exposure to wetness and moisture; some exposure to chemicals, cleaning solutions, and bleaches; daily contact with staff, senior citizens, students, and/or the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic procedures, methods, and equipment used in ordering, storing, preparing, and reheating large quantities of food for institutional food service operations.
- Standard operation principles and use of equipment, machines, and utensils required for large quantity food serving functions.
- Safe work practices.
- Basic sanitation and safety requirements associated with food serving operations.
- Mathematical calculations.
- Training principles
- How to coordinate and prioritize assigned duties.

Ability to:

- Train, organize, direct, and coordinate the work of others.
- Heat a variety of foods in large quantities within established time constraints.
- Use and operate food service appliances and equipment in a safe and effective manner.
- Read and write at the level required for successful job performance.
- Maintain accurate records and prepare routine reports.
- Accurately perform mathematical calculations necessary for satisfactory job performance.
- Work on own initiative without close supervision.
- Establish and maintain cooperative working relationships.
- Maintain and observe all safety precautions and practices.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Two years of experience performing commercial food preparation/serving work which included staff supervision.

Special Requirements: Some positions may require the following:

- Maintain a current CPR and First Aide Certification or must obtain both with 90 days of hire.
- Maintain a current ServSafe Certification.
- Possession of a valid and appropriate California Driver’s License with a good driving record and minimum insurance as required by law.

CERTIFICATION:

I certify that I have read and understand the duties and responsibilities of my job description as outlined above.

Signature

Date



COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC.

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EMPLOYMENT APPLICATION

SO THAT YOU WILL RECEIVE FULL CONSIDERATION FOR EMPLOYMENT OPPORTUNITIES AT COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC., PLEASE BE CERTAIN TO FILL IN ALL THE SPACES ON THE AGENCY'S APPLICATION FORM. **IF ANY INFORMATION IS MISSING, YOUR APPLICATION MAY BE REJECTED.**

APPLYING FOR THE POSITION OF: _____

NAME: _____
FIRST MIDDLE LAST

OTHER NAMES USED: _____

PHONE: () MESSAGE PHONE: () SOC. SEC. NO.: _____

ADDRESS: _____
STREET ADDRESS CITY STATE ZIP CODE

MAILING ADDRESS: _____
IF DIFFERENT FROM STREET ADDRESS

DRIVER'S LICENSE NO.: _____ CLASS: _____ EXPIRATION DATE: _____

EMPLOYMENT ELIGIBILITY VERIFICATION:

CAN YOU, AFTER EMPLOYMENT, SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES? YES NO

LIST ANY RELATIVE NOW WORKING FOR THIS AGENCY (PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY): NOT APPLICABLE

NAME: _____ RELATIONSHIP: _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN A MINOR TRAFFIC VIOLATION? YES NO

IF YOU ANSWERED **YES** TO THE ABOVE QUESTION, USE THE SPACE BELOW TO EXPLAIN. (PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY)

EDUCATION AND TRAINING

PLEASE READ THE MINIMUM QUALIFICATIONS SECTION ON THE JOB DESCRIPTION BEFORE FILLING OUT THIS SECTION. PLEASE LIST SPECIFICS THAT QUALIFY YOU FOR THE POSITION, WHICH YOU ARE APPLYING. FAILURE TO LIST REQUIRED QUALIFICATIONS WILL ELIMINATE YOUR FROM CONSIDERATION.

| TYPE OF SCHOOL | NAME AND LOCATION | YEARS COMPLETED | DID YOU GRADUATE? | MAJOR | LIST DEGREE OR DIPLOMA |
|-------------------------------|-------------------|-----------------|-------------------|-------|------------------------|
| HIGH SCHOOL | | | | | |
| COLLEGE OR UNIVERSITY | | | | | |
| VOCATIONAL, TRADE OR BUSINESS | | | | | |

LICENSES/CERTIFICATES (ATTACH DOCUMENTATION):

LIST ANY FOREIGN LANGUAGE:

SPEAK: _____

WRITE: _____

WILL YOU BE ABLE TO PERFORM THE ESSENTIAL JOB FUNCTIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS?

Yes No

REFERENCES: LIST BELOW THREE (3) PERSONS NOT RELATED TO YOU WHO HAVE KNOWLEDGE OF YOUR WORK PERFORMANCE WITHIN THE LAST THREE (3) YEARS. PROFESSIONAL REFERENCES ARE PREFERABLE.

| NAME | ADDRESS | PHONE | OCCUPATION | YEARS KNOWN |
|------|---------|-------|------------|-------------|
| | | | | |
| | | | | |
| | | | | |

PLEASE STATE ANY PREVIOUS EXPERIENCES THAT QUALIFY YOU FOR THE POSITION WHICH YOU ARE APPLYING. _____

I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN CONNECTION WITH THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT ANY FALSE OR MISLEADING INFORMATION IS GROUNDS FOR DISQUALIFICATION FOR FURTHER CONSIDERATION FOR EMPLOYMENT AND/OR IMMEDIATE TERMINATION OF EMPLOYMENT IF DISCOVERED AT A LATER DATE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN. I FURTHER AUTHORIZE THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL PERTINENT INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT, PERSONAL OR OTHERWISE. I RELEASE ALL PARTIES FROM LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING THE SAME TO YOU. **I UNDERSTAND THAT COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC. IS AN AT-WILL EMPLOYER.**

APPLICANT'S SIGNATURE REQUIRED

DATE



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**REFERENCE AND BACKGROUND CHECK PERMISSION
FOR PROSPECTIVE EMPLOYEE**

I HEREBY AUTHORIZE ALL CORPORATION, COMPANIES, AGENCIES, CREDIT AGENCIES, SCHOOLS, GOVERNMENT AGENCIES, MILITARY SERVICES AND FORMER EMPLOYERS TO RELEASE INFORMATION THEY MAY HAVE ABOUT ME TO "COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC." OR ITS AGENTS AND EMPLOYEES, AND RELEASE ALL PERSON OR COMPANIES/AGENCIES FROM ANY LIABILITY OR RESPONSIBILITY FROM DOING SO.

FURTHER, I AUTHORIZE THE PROCUREMENT OF A CONSUMER REPORT AND CREDIT CHECK, AND UNDERSTAND THAT SUCH A REPORT MAY CONTAIN INFORMATION ABOUT MY BACKGROUND, CHARACTER, AND PERSONAL REPUTATION. I UNDERSTAND THAT THIS NOTICE WILL ALSO APPLY TO ANY FUTURE UPDATE REPORTS THAT MAY BE REQUESTED.

SOCIAL SECURITY NUMBER: _____-_____-_____

APPLICANT'S SIGNATURE: _____

APPLICANT'S PRINTED NAME: _____

DATE: ____/____/____

