



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
Range 12 (\$8.16 – \$10.46)

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**

COVER LETTER (REQUIRED)

RESUME and LETTERS OF RECOMMENDATION (REQUIRED)

Current resume and letters of recommendation may be included.

JOB RELATED TRANSCRIPTS OR CERTIFICATES (OPTIONAL)

Included college transcripts and or job related certificates

PLEASE SUBMIT APPLICATION PACKET IN THE FOLLOWING ORDER:

1. Cover Letter (required)
2. Agency Application (required)
3. Resume (required)
4. Letters of Recommendation (required)
5. Job related transcripts or certificates (optional)
6. Affirmative Action Questionnaire (optional)

PLEASE NOTE, 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.

Application packets may be hand-delivered, faxed or mail to:

Community Action Agency of Butte Co., Inc.
2255 Del Oro Avenue
Oroville, CA 95965.

SITE LEAD

DEFINITION

Under 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

Employees in this classification have major 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)*

1. Organizes and coordinates the operations of a satellite food serving program, including the social and educational activities;
2. Actively works to promote a comfortable, friendly atmosphere for all site participants and guests;
3. Maintains attendance sign-in sheets and records of participants in both on-site and in-home delivery programs, as applicable;
4. Coordinates with the production kitchen regarding the number of meals needed daily;
5. Accurately maintains daily reservation lists and volunteer in-kind reports;
6. Calculates donations, prepares deposits, and may be required to drop off deposits at designated location;
7. Maintains and prepares records and reports related to food ordered, used, and served;
8. Packs meals for in-home delivery, as applicable;
9. Serves/transport food to congregate sites following the guidelines set forth by local and state agencies;
10. Cleans and stores trays, dishes, cooking utensils, and equipment;
11. Operates and cleans a variety of food service equipment and machines;
12. Maintains work areas and serving counters in clean, neat, orderly and sanitary condition;
13. Works with volunteers as needed;
14. 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, and work coordination principles.

Ability to:

- Train, organize, direct, and coordinate the work of others.
- Heat a variety of foods in large quantities within established time constraints.
- Safely 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 a valid and appropriate California Driver's License and auto insurance.

CERTIFICATION:

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

Employee's Signature

Date

Print Name

Community Action Agency of Butte County, Inc. personnel are employed on an at-will basis. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the Agency.

Original to Personnel File, copy to employee



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 Co., 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 _____
PRESENT STREET/MAILING ADDRESS CITY STATE ZIP CODE

DRIVER'S LICENSE NUMBER: _____ 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. You may attach an additional sheet if necessary.

EDUCATION/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 for which you are applying. Failure to list required qualifications will eliminate you from consideration.

School	Name and Location	Years Completed	Did you Graduate?	Major	List Degree/Diploma
High School					
College or University					
Vocational, Trade, or Business					

LICENSES/CERTIFICATES (ATTACH DOCUMENTATION):

EXPERIENCE/ EMPLOYMENT HISTORY- PROVIDE PAST TEN YEARS (OR MORE) PREVIOUS EMPLOYMENT HISTORY (FULL-TIME, PART-TIME, PAID OR UNPAID/VOLUNTEER) PERTINENT TO THE POSITION FOR WHICH YOU ARE APPLYING. **DO NOT USE "SEE RESUME" FOR ANY OF THE REQUESTED INFORMATION ON THIS FORM.** RESUMES MAY BE ATTACHED, BUT THEY WILL NOT BE ACCEPTED IN PLACE OF A PROPERLY COMPLETED CAABCI EMPLOYMENT APPLICATION FORM. ACCOUNT FOR ALL PERIODS (THREE MONTHS OR MORE) OF UNEMPLOYMENT. PLEASE ATTACH ADDITIONAL SHEETS IF NEEDED.

FROM:(MM/DD/YY) TO (MM/DD/YY) _____ _____	JOB TITLE: _____	EMPLOYER NAME _____	PHONE NUMBER ()
TOTAL: _____ YR. _____ MO. HOURS PER WEEK: _____	SUPERVISOR'S NAME/TITLE _____	ADDRESS _____	
	SALARY \$ _____ PER _____	NO. SUPERVISED _____	REASON FOR LEAVING _____
DUTIES: _____ _____ _____ _____ _____			

IF YOU ARE CURRENTLY EMPLOYED, MAY WE CONTACT YOUR PRESENT EMPLOYER? YES () NO ()

FROM: (MO. /YR.) TO: (MO. /YR.) _____			
FROM: (MO. /YR.) TO: (MO. /YR.) _____ _____	JOB TITLE: _____	EMPLOYER NAME /PHONE NUMBER _____ ()	
TOTAL: _____ YR. _____ MO. HOURS PER WEEK: _____	SUPERVISOR'S NAME/TITLE _____	ADDRESS _____	
	SALARY \$ _____ PER _____	NO. SUPERVISED _____	REASON FOR LEAVING _____
DUTIES: _____ _____ _____ _____ _____			

FROM: (MO. /YR.) TO: (MO. /YR.) _____			
FROM: (MO. /YR.) TO: (MO. /YR.) _____ _____	JOB TITLE: _____	EMPLOYER NAME /PHONE NUMBER _____ ()	
TOTAL: _____ YR. _____ MO. HOURS PER WEEK: _____	SUPERVISOR'S NAME/TITLE _____	ADDRESS _____	
	SALARY \$ _____ PER _____	NO. SUPERVISED _____	REASON FOR LEAVING _____
DUTIES: _____ _____ _____ _____ _____			

LIST ANY FOREIGN LANGUAGE YOU SPEAK _____ WRITE _____

WILL YOU BE ABLE TO PERFORM THE ESSENTIAL JOB FUNCTIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS? Yes () No ()

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

NAME	ADDRESS	PHONE	OCCUPATION	YRS KNOWN

Please state any previous experiences that qualify you for the position for 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 Co., Inc. is an at-will employer.**

Applicant's Signature Required

Date

COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC.
AFFIRMATIVE ACTION QUESTIONNAIRE

To aid the Community Action Agency in its commitment to Equal Employment Opportunity, we ask applicants to voluntarily provide the following information on this form in order to comply with federal Equal Employment Opportunity law requirements. Your cooperation in providing this information is essential to the success of the research and evaluation program. This information is solicited on a voluntary basis and will **not** be used to make any decision about your eligibility, selection, or employment. This information will be separated from the application and will only be available to authorized personnel, and only for research and statistical purposes. It will **not** have any effect upon your application..

Position Applied For: _____

Name: _____
Last First Middle

Where did you hear about the job? _____

Please check the following applicable lines:

Gender

Veteran

Female _____ Male _____

Disabled _____ Vietnam Era _____

Other _____

Ethnic Origin: The following ethnic categories have been identified by the Equal Employment Opportunity Commission (EEOC). Please check one space only for the ethnic category you most closely identify with.

African American _____

*American Indian _____

Caucasian _____

Asian or Pacific Islander _____

Filipino _____

Latin American/Latino _____

Hispanic _____

Must be Federally enrolled and / or have recognized tribe designation, or in the process of doing so.