



Nutrition Coordinator

Reports to: Nutrition Manager

Location: 657 Middlesex St, Lowell, MA 01851

Salary/Hourly: \$19.00 - \$20.00

Job Type: Part-time, 28 hours per week

Overview/Position Summary:

Responsibilities/Skills and experience relevant to this position:

- Assist in creating nutritious and diverse meal menus
- Assist with meal preparation and planning for the week for over 300 members
- Provide feedback and oversight to cafe staff and volunteers
- Track food and supplies
- Provide culinary assistance or training to staff, volunteers, and Club members
- Ensure compliance of all Club policies and procedures, state food regulations, and certifications
- Coordinate food truck program
- Track data and provide monthly outcome reports
- Attend and participate in weekly youth service and program meetings
- Allocate and monitor work assigned to program volunteers and staff, providing ongoing feedback and regular appraisal. Identify and support training and development opportunities for assigned volunteers and staff
- Oversee proper record keeping and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements, and any problems/issues
- Ensure productive and effective performance by all assigned program staff and volunteers
- Experience in writing program curriculum and report writing
- Excellent written and communication skills
- Excellent relationship building skills
- Proficient computer skills along with ability to learn and utilize multiple platforms
- Attention to detail, willing to learn and have strong organizational skills
- Interest in working with multicultural teams with diverse constituencies
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision

Qualifications

- Ability to manage and supervise members age 8 to 18 in a safe environment
- Ability to work in an environment with loud noises
- All staff are required to undergo training, which includes but is not limited to topics related to safety, emergency response and child abuse prevention
- Must support Club values
- Education: GED, High school diploma or higher education required
- Age requirement: 21+ with MA or NH driver's license and good standing driving record
- Authorized to work in the U.S.
- Bilingual/Bicultural preferred
- Ability to lift 50 lbs, ability to use stairs, write clearly, speak clearly & hear spoken words
- Two years of kitchen experience, preferred but not required

Benefits:

- Values and mission driven organization with emphasis on teamwork, fun, integrity, commitment and excellence
- Paid time off, training
- Interaction with a positive, community minded team, along with amazing young people

How to respond

- Please submit your resume to Sally Thayer sthayer@lbgs.org



Our Hiring Process and Timeline

- We will review the applications on a rolling basis until the position is filled.
- We will conduct short phone interviews and begin in-person interviews.
- We would like to have selected the candidate by *May 31, 2024*.

Equity Statement

The Boys & Girls Club of Greater Lowell is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQIA+ individuals, and people with disabilities. Boys & Girls Club of Greater Lowell will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will work with you to meet your needs.

Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. People of color, especially those from Lowell, are strongly encouraged to apply.

Disclaimer

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 required of employees assigned to this job. All offers of employment are contingent on results of a reference and background check.