



JOIN OUR TEAM AND MAKE A DIFFERENCE!

“Action Inc is a non-profit organization dedicated to developing pathways out of poverty in Southwest Montana through innovative, community-based, collaborative approaches.”

Summer Nutrition Assistant (3 positions available)

Summer Nutrition Program

FLSA Status: Part-Time (10-15 hours a week)/Non-Exempt/Temporary

The Summer Nutrition Assistant is a temporary employee who assists the Nutrition Program Coordinator with the Summer Meals Program. This position may be assigned to different aspects of the Summer Meals Program including: Assisting with program start-up, meal preparation, meal delivery, and Summer Meal Program development for increased awareness and participation.

Duties and Responsibilities

- Assist Summer Nutrition staff with program awareness through delivery of flyers to businesses, organizations, neighborhoods and others to inform the community about the Summer Meals Program.
- Making sure that food areas are clean and safe when assisting in meal preparation sites. This will be accomplished by performing duties such as wiping tables, sweeping and mopping floors.
- Ensure food service and work areas are free of litter.
- Monitors and keeps milk cooler, freezer and refrigerator clean and odor free.
- Assist with meal delivery including; loading and unloading of vehicles.
- Maybe required to drive a vehicle to delivery site locations but only if the assistant meets all of Action Inc.'s requirements to operation a vehicle.
- Completes daily “Receiving Form” (meal counts, meal evaluation, temperature etc.).
- Assist Summer Meals Program staff with program awareness events including; BBQ's, nutrition education programs, and other events as determined.
- Exhibits friendly and courteous behavior at all times when serving children.
- Demonstrates safe behavior at all times.
- Observes established Health Department regulations regarding food service sanitation.
- Observes U.S.D.A. guidelines.
- Perform other related duties as assigned.

Qualifications:

The knowledge, skills, and abilities for this position are typically acquired through a combination of education and/or experience. Job specific training will be provided for this position.

Benefits:

Optional retirement benefits through the Montana Public Employees Retirement System (PERS). Benefit includes employer contribution.

How to Apply:

Apply on our website at www.butteassistanceprograms.org/careers

You may also pick up an application at Action Inc., 25 W. Silver, Butte, MT 59701 or at the Butte Job Service, 2201 White Blvd, Butte, MT 59701. Submit completed application, resume and cover letter to the Butte Job Service, or Action Inc. You may also email application materials to jpaul@action-inc.org

This Position is Open Until Filled

*Action Inc. - Human Resources Council District XII Is an Equal Opportunity Employer
Women, minorities, veterans and individuals with disabilities are encouraged to apply.*