



BOYS & GIRLS CLUBS
OF COASTAL CAROLINA

POSITION DESCRIPTION

TITLE:	KIDS CAFÉ COORDINATOR
CLASSIFICATION:	Part-Time ~ Hourly
DEPARTMENT:	Program
REPORTS TO:	Club Director
HOURS:	School Year – 15 hours/week between 4:00pm and 7:00pm. Summer & School Breaks – up to 15-20 hours/week, times will vary. Occasional morning meetings.

POSITION SUMMARY:

The Kids Café Coordinator is responsible for the planning, implementation and delivery of exciting and engaging cooking/nutrition programs for youth ages 6-18. Oversees simple preparation of foods using all large and small kitchen equipment provided. The Kids Café Coordinator will work in partnership with the Regional Food Bank of Eastern North Carolina for ordering, procuring food and attending mandatory meetings as part of the Regional Food Bank's Kids Café program. Will build strong and consistent relationships with Club members, their families, staff and volunteers. Manage and monitor member's behavior during meal service, providing guidance when appropriate. Provide daily clean up of café, kitchen and back porch area. Complete and process paperwork and reports as needed in support of the Kids Café Program.

PRIMARY RESPONSIBILITIES:

- *Ensures* that meal service during meal times is orderly and safe.
- *Carry* out simple preparation of foods, including vegetables, salads, sandwiches, sauces, premixes, frozen and dehydrated products; cooks foods by frying, boiling, steaming, baking etc., using kitchen equipment provided.
- *Set* up of the service counter, serve food according to the type of service used, and clean area afterwards. Ensure safe food handling procedures are followed at all times. Must have or obtain ServSafe Certificate.
- *Wash* crockery, cutlery, cooking and serving utensils and kitchen equipment, clean floors, walls and surfaces in the kitchen and dining room, using materials and methods prescribed by BGCCC policy and Supervisor. Perform in depth cleaning tasks on cleaning days.

- *Perform* cleaning tasks in kitchen store areas, (keep pantry neat and organized) internal and external waste bins and ground level drain areas.
- *Implement* pest control procedures and eradication.
- *Manage* special function catering undertaken by the kitchen.
- *Provides* for the safety and health of all club members, staff, and outside groups through effective use of staff and material resources.
- *Ensure* productive and effective performance of club volunteers.
- Ensure that program area has the proper supplies/equipment on hand and create a list of supplies in advance to order when necessary.
- *Make* sure all equipment is in good working condition and that it is being used in its intended manner. If equipment needs to be discarded, complete proper paperwork and remove from inventory list.
- *Complete* monthly inventory and post weekly menu.
- *Complete* and process paperwork and reports as needed in support of the Kids Café Program.
- *Must* show a positive and inspirational attitude at the club for club staff, members and parents.
- *Maintains* close and daily contact with Program Director. Interpret and explain organizational mission, programs, objectives and standards, issues, and provide/receive information.
- *Complete* BGCA Spillett University courses as directed by Immediate Supervisor.

ADDITIONAL RESPONSIBILITIES:

- Assists staff on special events.
- Employee may be required to operate a Club vehicle to transport volunteers, staff and youth as needed to any Club site or special event.
- Assumes other duties as assigned.

QUALIFICATIONS:

- *Education:* High School Diploma or GED preferred and at least one year of related experience.
- *Effective* interpersonal skills (including oral and written communication) particularly with elementary, middle and high school aged students. Also must possess the ability to deal effectively with parents, community leaders, staff and volunteers.
- *Experience* training and supervising staff or volunteers and overall problem solving
- *Working* knowledge of kitchen practices and a minimum of one-year experience working with youth.
- *Basic* computer skills required and familiarity with Microsoft programs.
- *Complete* BGCA Spillett University courses as directed by Immediate Supervisor.
- *Must* have current CPR/First Aid Certification or be willing to be certified through BGCCC offered training.
- *Must* have a valid Driver's License, reliable transportation, clean driving record and pass all mandatory checks including criminal records and background.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- *Physical Demands:* Employee requirements will be carrying, pushing and/or pulling; climbing; some stooping, kneeling, crouching and/or crawling; and significant reaching, handling, speaking, writing, hearing, and fine finger dexterity; frequent standing, walking, sitting, and lifting up to 50 pounds. Specific vision required by this job include close vision, distance vision, peripheral vision, color vision and the ability to adjust focus. Ability to work for extended periods at moderate levels of activity, managing multiple tasks with attention to details. High volume of work and strict adherence to workload may be stressful. Work requires ability to function in both administrative and youth program areas.
- *Work environment:* The noise level in the work environment is usually loud and at times moderate or very loud. Work sites are usually located in low income areas and challenging neighborhoods/communities. Position also requires direct and indirect supervision of elementary, middle and high school aged children. Average daily attendance ranges from 50-100 youth. Requires employee to work with challenging youth and family members; may be exposed to emotional outbursts from members or their family members.

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