

## **JOB DESCRIPTION**

### **JOB TITLE/ASSIGNMENT**

**JOB TITLE:** Young Adult Center Dip Business Employee (YAC participants only)  
**REPORTS TO:** Vocational Coordinator, Director of Student Services - Secondary  
**TERMS OF EMPLOYMENT:** Part-Time, Seasonal (Fall or Spring), minimum wage

### **CERTIFICATION AND POSITION REQUIREMENTS**

1. Food Handling Safety training
2. Ability to follow directions for 2 hour shifts with modifications
3. Fine motor skills for preparation, marketing, and packaging
4. Young Adult Center participant

### **JOB GOAL**

To prepare ingredients and assist in the set up, packaging (measuring and handling food ingredients), labeling, managing inventory, managing orders for delivery, marketing, cleaning, and maintaining a work space. To consider other recipes available to trial seasonally.

### **RESPONSIBILITIES/DUTIES**

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The District 95 Young Adult Center Dip Business Employee's responsibilities include, but are not limited to:

1. Assist in all food preparation
2. Clean and sanitize work areas
3. Clean and sanitize work tools
4. Carry supplies to and from work area
5. Cut labels
6. Label all products
7. Take inventory of supplies and finished products
8. Fill and package orders
9. Work as a team member
10. Communicate with team members
11. Wear proper safety equipment (gloves, apron, shoes, etc.)
12. Performing such other duties as may be assigned by the program administrator.

### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, write, type, speak, and listen. In addition, the employee may occasionally be required to bend, twist, reach and climb. Specific vision abilities required by this job include close, peripheral and distant vision. Ability to work in an office environment, sitting, standing, light lifting, filing, operate office/ kitchen machines, computer, and communicate with staff and others. The noise level in the work environment ranges from quiet/moderate to loud. The employee is required to interact with other staff.

#### ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_