



Position Available: Food Service Utility Personnel

Jack & Jill Center is a nonprofit 501(c)(3) community-based organization that provides comprehensive, holistic, wraparound support services to children of high-need parents who work or attend school in order to improve their wellbeing and quality of life. Established in 1942 as a nursery school by the Junior League of Greater Fort Lauderdale, Jack & Jill Center is the oldest nonprofit provider of early childhood education in Broward County, and at our core, our critical work has remained the same since our inception: we continue to serve families—primarily women-led households, educate children, and both support and advocate for families and our community.

POSITION DESCRIPTION AND JOB FUNCTIONS

The Food Service Team at Jack & Jill Center delivers nutritious and high-quality meals to our students on a weekly basis. The Food Services Utility Personnel collaborates closely with management to ensure that all food is prepared and executed in compliance with code and state standards. The Food Service Utility Personnel will be responsible for maintaining a safe and healthy work environment in compliance with Federal, State and local guidelines, as well as:

- Support in preparing and delivering breakfast, lunch, and snacks.
- Aid in cafeteria service line meal preparation, service, and stocking.
- Assist in organizing food supplies in dry storage and walk-in areas.
- Help in meal preparation when required.
- Ready dishwashing sink/area and sanitize cookware.
- Perform daily cleaning tasks such as steam table maintenance, stove and oven cleaning, sweeping, and mopping floors.

POSITION REQUIREMENTS

- Ability to work cooperatively with students, parents, team members and supervisory staff.
- Ability to orally communicate effectively with others, with or without the use of an interpreter.
- Ability to communicate effectively both orally and in writing, using the English language, with or without the use of auxiliary aids or services.
- Ability to stand, walk, and bend for extended periods.
- Ability to properly address and handle conflict in a positive manner.
- Excellent interpersonal and communication skills.
- Maintain open communication, confidentiality and professionalism at all times.
- Follow and enforce the Center's policies and procedures at all times as listed in employee and parent handbooks.
- The job may require heavy lifting of 15 pounds or more.

POSITION QUALIFICATIONS

Candidates for the Food Services Utility Personnel position should have:

- High School Diploma or G.E.D. equivalent.
- Current food handler's card and other certification as required by federal, state and local law.
- At least one year of working in the food service industry.
- Excellent customer service.

- Knowledge of all kitchen equipment.
- Proficiency in basic computer applications (e.g., email, Microsoft).
- A valid driver's license and access to transportation.
- Authorization to work in the USA.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, activities, and hours worked may change or be assigned at any time with or without notice.

SPECIFICS

Title: Food Service Utility Personnel

Team: Kitchen/Food

Reports To: Food Service Manager

Pay: \$15 – 16.50 per hour

Classification: Full-time/Non-Exempt

To apply, please submit an Employment Application by [clicking here](#).

Benefits: We offer comprehensive and generous benefits package which includes medical, dental, and vision insurance, a 403(b)-retirement plan and life insurance.