

SOUTHERN ARIZONA AIDS FOUNDATION

FOOD FOR LIFE PROGRAM ASSISTANT JOB DESCRIPTION

Scope of Work: The Food for Life Program Assistant, under the direction of the Food for Life Program Coordinator, is responsible for assisting in the preparation and delivery of Food for Life meals to clients. This position is a part-time (25 hours/week) non-exempt position working Monday through Thursday.

Functional Responsibilities:

- Assist in preparing meals in compliance with all health codes, including those of the Pima County Health Department, and those specially designed for the safety of people living with HIV/AIDS.
- Assists in ensuring nutrition quality and suitability for people living with HIV/AIDS.
- Assists in guaranteeing that meals are available to be delivered to clients as determined by the individual client plan.
- Assists in supervising and training kitchen volunteers and volunteer drivers.
- Provides support to the Food for Life Coordinator, which includes, but is not be limited to: provide back-up to the Food for Life Coordinator in his/her absence, assistance with shopping, filling in for drivers for food delivery, and other tasks to be determined at the direction of the Food for Life Coordinator.
- Assist in ensuring that meals are provided and delivered to SAAF support group attendees (Congregate meals) and for individual clients to eat (Emergency Meals) at the SAAF office.
- Serve as member of Care Services team.
- Attend agency staff meetings as able and Care Services Department meetings on a monthly basis.
- Perform other duties as assigned.
- Reports to the Food for Life Coordinator.

Minimum Qualifications:

- Must have reliable transportation, have a valid AZ Driver's License and a driving record that will be supported by our liability insurance provider.
- Current Food Sanitation certification from Pima County Health Department (Cost of certification will be assumed by SAAF if not current).

- Experience in quantity food preparation and/or food service.
- Appropriate fingerprint clearance through the Arizona Department of Public Safety (paid for by SAAF).
- Ability to lift up to 20 lbs.
- Ability to operate standard kitchen equipment.

Preferred Qualifications:

- Strong organizational skills.
- Capable of problem solving and working independently.
- Experience working with volunteers.
- Competency with Microsoft Office applications.
- Knowledge of nutrition and food safety requirements for people living with HIV/AIDS.
- Excellent interpersonal skills, sensitivity to cultural and personal diversity.

Compensation: Minimum rate of \$15.00 per hour; benefits include health, dental, and life insurance; long- and short-term disability insurance.

To Apply: Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the Director of HR, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, e-mail to hr@saaf.org or visit www.saaf.org. Open until filled.

Affirmative Action: The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

Start Date: As soon as possible.