



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPPORTUNITY AWAITS

SUMMER FOOD PROGRAM ASSISTANT/DRIVER STURGEON BAY FILLING BELLIES, NURTURING MINDS.

**WORK
AT THE Y!**

The Door County YMCA is seeking **TWO (2)** part-time, seasonal **Summer Food Program Assistant/Drivers** to help bring healthy meals to children across the Sturgeon Bay community. This is a great opportunity to make a direct impact while working in a positive, mission-driven environment.

Responsibilities include:

- Preparing and packaging meals and snacks
- Delivering meals to local sites using a YMCA vehicle
- Maintaining accurate daily records of meals and deliveries
- Supporting kitchen organization, sanitation, and clean-up
- Serving as a friendly, positive representative of the YMCA
- Qualifications:
- Valid driver's license with a good driving record Ability to lift and transport up to 50 lbs regularly
- Food service or kitchen experience preferred (ServSafe a plus)
- Willingness to help wherever needed

Starting Wage:

- \$14–15 per hour

Hours:

- Summer only, 20 hours per week, Monday–Friday, 9a–1p

Please visit doorcountyyymca.org for a full job description, and a list of other opportunities or to download an application.



Working at the Y, you'll **discover more than a job** —you'll enjoy the opportunity to **make a lasting difference** in the lives of those around you. If you are a person who wants more than just a job, who wants your efforts to have an impact on your community and who wants to work in a welcoming and positive environment, then you are someone we'd like to work with us.

Benefits include: FREE YMCA membership, program discounts, and the opportunity to make a meaningful difference in the lives of local children and families.

WHY THE Y

CAUSE DRIVEN

Work with passionate people and help make our community a better place!

One of the most respected non-profits in the world.

125 countries served
OVER 10,000 neighborhoods strengthened

FREE
Y Membership
and program discounts

IMPROVE QUALITY OF LIFE

Create stronger friendships, a greater self-esteem and a sense of belonging by helping others.

IT'S FUN!

There is something new and exciting happening every day at the Y! Build your resume while having fun.

DOOR COUNTY YMCA | www.doorcountyyymca.org

Jackie & Steve Kane Center
3866 Gibraltar Road, Fish Creek, WI 54212
920-868-3660

Sturgeon Bay Program Center
1900 Michigan Street, Sturgeon Bay, WI 54235
920-743-4949



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DOOR COUNTY YMCA

Job Title: **Summer Food Assistant/Driver**

Job Code: SBSFP

FLSA Status: Part Time/Hourly/Seasonal

Job Grade: Grade 3

Reports to: Mission Programs Director

Revision Date: 4/09/26

Leadership Level: Leader

Department: Social Responsibility

POSITION SUMMARY:

Responsible for assisting in the delivery, preparing, cleaning up, and storing of food for the YMCA Summer Food Program. The Assistant will work closely with volunteers and will be the face of the organization when delivering food to our various sites, answering questions and verifying program standards are being met. The ability to lift up to 50 lbs. is essential, along with regular driving of a company owned vehicle. Some schedule flexibility is desirable. When working with food, intentional safety and sanitary procedures must be considered, with licensing and food service regulations, as set by the State of Wisconsin, being strictly adhered to.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Assist in the preparation of meals and snacks for 800 - 1000 kids per day, followed by daily transport of food to participating sites, via coolers. Regular driving of the YMCA-owned van will be a routine part of this job, as is lifting/hauling/transport of coolers containing food.
2. Be the face of the food program when delivering to sites or interacting with the community. This includes positive support of the Y, staff and the programs offered.
3. Keep daily records of food production, meal deliveries, and serving sizes at each site.
4. Adheres to program standards including safety and cleanliness standards. Assist with kitchen set up, organization, storage, and cleaning.
5. Outward support of healthy eating and living, good nutrition, posted menu and food served is also an essential element of this position.
6. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, and emergencies.
7. Performs other duties assigned.
8. Adhere to, and be ready to implement applicable Risk Management and Personnel Procedures as identified in related handbooks. (Handbooks can be found on the Staff Resource Portal)

DOOR COUNTY YMCA www.doorcountyyymca.org

STURGEON BAY PROGRAM CENTER 1900 Michigan Street, Sturgeon Bay, WI 54235 P (920) 743-4949 F (920) 743-8812
JACKIE AND STEVE KANE CENTER 3866 Gibraltar Road, Fish Creek, WI 54212 P (920) 868-3660 F (920) 868-9970

LEADERSHIP COMPETENCIES:

- 1. Mission Advancement
- 2. Collaboration
- 3. Operational Effectiveness
- 4. Personal Growth

QUALIFICATIONS:

- 1. Kitchen experience preferred.
- 2. Previous experience with diverse populations preferred.
- 3. Valid driver's license with clean driving record; ability to safely drive around local community for several hours per day is required.
- 4. Will require the ability to consistently lift/haul/carry coolers, crates, etc for delivery to food sites and in/out of vehicle.
- 5. Obtain First Aid, CPR/AED (CPR-Basic) Certificate within 90 days of hire; keep current.
- 6. Complete Child Abuse Prevention Training through the onboarding process/annually thereafter.
- 7. Complete New Employee Orientation within 30 days of your hire date.
- 8. Adhere to the Best Practices designated per position which can be found on the Staff Resource Portal.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- 1. Must be able to lift, carry and load equipment, furnishings, and program supplies (up to 50 pounds) and work with kitchen basic equipment like knives, stove, can opener, dishwasher, etc.
- 2. The ability to be physically active, including running, jogging, and playing for 1-2 hours at a time is necessary.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____