

**The CARE Center, Inc.**

**\*\*REVISED-3/7/2019\*\***

**JOB VACANCY NOTICE**

**Become a leader...Become an innovator...**Make a difference in your community and join the premier nonprofit human services company in the region. Come join our team and build a career with SPHS! SPHS continues to be a leader in the human services field for over 50 years and counting, providing a wide variety of services throughout Butler, Fayette, Greene, Washington and Westmoreland counties.

**POSITION:** Residential Dietary Technician (Full-Time)  
LTSR  
Butler, PA

**PAY GRADE:** 6

**WAGE:** \$22,589 (As a minimum)

**ESSENTIAL FUNCTIONS:**

- Coordinates and oversees the daily food services operation of the program.
- Orders and maintains adequate food inventories, supplies and equipment to ensure the effective and safe operation of the food preparation facility.
- Works in other food preparation operations, as assigned.
- Assists residents in the program with meal selection and basic preparation techniques.
- Maintains appropriate records and documentation and submits all required reports and quality control instruments, in a timely manner.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

**QUALIFICATIONS:**

- Associate Degree in Food Service or an equivalent combination of skills, experience & education maybe considered, at the discretion of the Agency.
- Demonstrated knowledge of food service safety standards.
- Demonstrated knowledge of bulk ordering and quantity meal preparation.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Department of Human Services and FBI Fingerprint Clearance.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Ability to lift and/or move food, supplies or equipment weighing up to 30 pounds.
- Ability to spend 50% of the workday standing or move to various work areas and equipment.
- Ability to inspect and recognize violations pertaining to program regulations.
- Ability to work independently following established policies and procedures, including emergency situations;
- Ability to communicate with effectiveness and provide constructive feedback and direction to staff;

**QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, email [kjohnson@sphs.org](mailto:kjohnson@sphs.org) ATTENTION: POSTING #1984-NO LATER THAN APRIL 5, 2019**

**EQUAL OPPORTUNITY EMPLOYER**