



## **FOOD SERVICE POSITIONS/COMMUNITY RECREATION CENTERS**

**THE READING RECREATION COMMISSION** seeks an experienced **FOOD SERVICE COORDINATOR** based in Reading, PA. The position is a full-time, non-exempt, and hourly position and includes a full benefit package. This position is professional and functions under the direct supervision of the Recreation Supervisor. Duties include: assisting with the planning and implementation of all food service programs at RRC and school district facilities, helping to prepare menus and meals, complete state-reporting requirements, conduct food inventories, prepare vendor food orders, and other duties as assigned. Position requires a ServSafe Certificate or ability to acquire certification within 6 months of start date. Hourly rate: \$12.00

Minimum of one year in the food service industry is required. Experience working with children and Spanish communication skills are preferred but not required.

**THE READING RECREATION COMMISSION** seeks a **FOOD SERVICE ASSISTANT** based in Reading, PA. The position is a part-time (up to 30/hours/week), non-exempt, and hourly position. This position is professional and functions under the direct supervision of the Food Service Coordinators. Duties include assisting with the implementation and delivery of all food service programs at RRC and school district facilities, assisting the Food Service Coordinators as assigned, helping to prepare meals, assist with state-reporting requirements, conduct food inventories, prepare vendor food orders, and other duties as assigned. Hourly rate: \$8.50

Minimum of one year in the food service industry, experience working with children, and Spanish communication skills are preferred but not required.

**THE READING RECREATION COMMISSION** seeks **TWO FOOD DELIVERY DRIVERS** based in Reading, PA. These positions are part-time (up to 10/hours/week), non-exempt, and hourly position. This position is professional and functions under the direct supervision of the Food Service Coordinators. Duties include assisting with the implementation and delivery of all food service programs at RRC and school district facilities, assisting the Food Service Coordinators as assigned. Hourly rate: \$10.00; Time: 3PM – 5PM, M-F.

Clean driving record is required; familiarity with the City of Reading and the Reading School District is preferred. Experience driving vans or trucks in a city environment is required.

Applications for the above positions will be accepted through **Friday, October 27, 2017 at 5:00 p.m.** at the 3<sup>rd</sup> and Spruce Recreation Center, 320 S. 3<sup>rd</sup> St. Reading, PA 19602. For further information, please call 610-655-6203. All positions are subject to criminal background, child clearance checks and driver's license check. The Reading Recreation Commission is an E/O/E [www.readingrec.org](http://www.readingrec.org)