

POCATELLO HEAD START
JOB DESCRIPTION

POSITION TITLE: HEAD START FOOD SERVICE AIDE

POSITION DESCRIPTION: Set up, serve, and cleanup of breakfast, snack and lunch menu. Involves cooperation with Head Start Food Service and School District Satellite Food Service workers, cafeteria managers and interactions with teachers, children and other adults.

SALARY RANGE: School District #25 classified salary schedule – Level 2, Step 1 \$13.14 per hour

SCHEDULE: 19.5 hours per week – Monday thru Friday – August to June. 173 days

per year RESPONSIBLE TO: Health Services Manager

BASIC RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

A Provision/Assurances of Services:

- 1) Will set tables for breakfast and lunch; child/adult assistance in the classroom at mealtimes.
- 2) Will thoroughly clean food preparation/service area/child tables, chairs and equipment used prior to and following meals.
- 3) Will unload carrier carts and return contents to storage area; will load carrier carts after meals for timely pick-up.
- 4) Eats meals with a group of children, following meal service policy, unless otherwise instructed by classroom staff.
- 5) Will follow proper sanitation procedures during food preparation and serving.
- 6) Will do sweeping and mopping.
- 7) Will assist in removing trash.
- 8) Will participate in self-evaluation and performance evaluation.
- 9) Will participate in required meetings and trainings.
- 10) Will complete required paperwork as specified.

Food Service Aide

Job Description Cont'd

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Skills - Job Requirements:

Requires ability to communicate through reading, writing, and speaking. Requires ability to follow instructions. Requires ability to relate to others in the work place. Requires self-direction, accuracy, and ability to meet timelines. May require ability to operate kitchen equipment

Training and Education:

High School Diploma desired but not required. Must demonstrate basic competence in reading, writing, speaking, and listening.

Work Experience:

No prior job specific experience is required. Must have references as to acceptable work habits, and ability to work with others.

Decision Making:

Requires some decision making. Requires the exercise of discretionary judgement. Problem solving is generally routine; does require ability to alter routines/decisions to meet unexpected events.

Equipment Operation:

Responsible for proper use, care and cleaning of basic equipment. Report malfunctions to supervisor.

Safety:

Kitchen is organized and equipment is used with safety and sanitation as primary goals. Food is prepared and stored properly to ensure wholesomeness and to maintain sanitary kitchen conditions.

Working Environment:

Requires some physical exertion and heavy lifting (e.g., canned foods, cases of milk, trays of cooked food, trays of dishes, etc.). Must be able to lift 30 lbs. Must stand for long periods of time and is frequently exposed to heat from ovens & dish washing. Requires long periods of bending to child size tables. May experience stress from time restrictions.

Interaction with Others:

Routine cooperative contacts with children and other Food Service Worker program employees. Must be supportive of and a team planner with School District on site food service worker. Must be adaptable and able to work with other staff.

Health Requirements:

A current physical exam or proof one completed within past 12 months.
CPR/First Aid certification within 90 days of employment.

Other Requirements:

- * Birth Certificate
- * Photograph
- * Completion of food handler's course at first opportunity.
- * Declaration of charges/convictions related to violent felonies, child abuse/neglect or child sexual abuse.
- * Cleared background check