

JOB DESCRIPTION

PROGRAM: **STEP Head Start Program**

JOB TITLE: **Cafeteria Aide**

JOB CLASSIFICATION: **Food Service Worker I**

PAY GRADE: **5**

JOB SUMMARY

Performs all duties involved in serving and cleaning up Head Start snacks and meals.

SUPERVISORY RELATIONSHIPS

REPORTS TO: Health Specialist

SUPERVISES: Not Applicable

ESSENTIAL QUALIFICATIONS

High school diploma or GED. certificate.

GENERAL REQUIREMENTS:

- Pennsylvania State Police Criminal History Clearance, Child Abuse Clearance, FBI Clearance, and Sex Offender Registry check prior to hire;
- Recognizing and Reporting Child Abuse training completed within 90 days of hire;
- Safe food handler certification within six (6) months of hire;
- Physical examination prior to hire;
- Tuberculosis test prior to hire;
- Physical ability to perform essential job functions without any health restrictions, including the ability to sit or stand for long periods of time; lift and carry up to twenty-five pounds; have unrestricted use of the upper body; corrected or uncorrected hearing and vision within normal ranges, and a clear speaking voice; and other abilities such as but not limited to the following:
 - Ability to regularly bend, squat, reach with arms above head, kneel;
 - Ability to occasionally climb stairs; and,
 - Ability to move from a sitting to standing position safely and without difficulty; and,
- Job-related training, as assigned.

RESPONSIBILITIES

- ❖ Keep kitchen and all food preparation and food service areas clean and sanitary at all times;
- ❖ Wash and disinfect food preparation and service areas daily;
- ❖ When needed, prepare and heat breakfast, snack, and/ or lunches or parts of meals;
- ❖ Keep foods at proper temperatures until time of service;
- ❖ When needed and under the direction of Health Specialist, make food substitutions for children on special diets or who have special needs;
- ❖ Place foods in serving dishes for groups of children so that food is ready at scheduled times;
- ❖ Make sure amount of food specified by regulation is available to each child;
- ❖ Wash all dirty dishes, utensils, pans, food preparation items, etc. daily and return to storage;
- ❖ Prepare supplies for next day's food service;
- ❖ Keep food and food service supply storage areas clean, neat, and organized;
- ❖ Monitor expiration dates on food items and report to Health Specialist when items are nearing expiration dates;
- ❖ Report any food service problems to Health Specialist;
- ❖ Inventory food services supplies and report to Health Specialist any items needed;

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- ❖ Purchase minor food service supplies when approved in advance by Health Specialist;
- ❖ Communicate regularly with on-site teaching staff and with Health Specialist;
- ❖ Complete required paperwork in an accurate, timely, and neat manner, including daily kitchen checklist;
- ❖ Work as a member of the Early Learning team; and,
- ❖ Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

- ❖ Knowledge of the following:
 - Head Start program and its services;
 - Child and Adult Care Food Program (CACFP) regulations;
 - Sanitation standards; and,
 - Food service and food storage temperature standards.
- ❖ Skill in the following:
 - Communication including reading, speaking, writing, and listening; and,
 - Building and maintaining positive relationships with staff, community agencies, and members of the public.
- ❖ Ability to perform the following:
 - Counting meals and performing simple inventory;
 - Demonstrating respect for individuals and groups with varied cultural, racial, ethnic, religious, and linguistic identities or backgrounds;
 - Establishing and maintaining positive relationships with people from varied social, economic, and educational backgrounds;
 - Serving as a role model for staff and parents;
 - Projecting a positive image of the program and the agency; and,
 - Maintaining confidentiality and a positive demeanor at all times.