

## **JOB DESCRIPTION**

PROGRAM:                   **STEP Head Start Program**

JOB TITLE:               **Cafeteria Aide**

PAY GRADE:              **HS-3**

### **JOB SUMMARY**

Performs all duties involved in preparing and serving Head Start snacks and meals. Specifically maintains cleanliness and sanitation methods, assists in monthly kitchen inventory, implements proper food handling and food safety techniques, and accommodates child diet and allergies restrictions.

### **SUPERVISORY RELATIONSHIPS**

**SUPERVISES:** Not Applicable

**REPORTS TO:** Nutrition Manager

### **ESSENTIAL QUALIFICATIONS**

- High school diploma or GED certificate

### **GENERAL REQUIREMENTS**

- Pennsylvania State Police Criminal History Clearance, Child Abuse Clearance, FBI Clearance, and National 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 with or without any health restrictions, including the ability to sit or stand for long periods of time; lift and carry up to forty 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 necessary to ensure child safety in the classroom, other group areas, and when in the community, such as, but not limited to the following:
  - Ability to bend, squat, reach, kneel, and climb stairs;
  - Ability to move from a sitting to standing position quickly, safely, and without difficulty;
  - Ability to chase an eloping child;
  - Ability to join the children's active play including jumping and running, indoors and outdoors; and,
- Job-related training, as assigned.

### **SPECIFIC DUTIES**

- ❖ 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 the Nutrition Manager, 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;

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### **Cafeteria Aide**

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- ❖ 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 the Nutrition Manager when items are nearing expiration dates;
- ❖ Report any food service problems to the Nutrition Manager;
- ❖ Inventory food service supplies and report to the Nutrition Manager any items needed;
- ❖ Purchase minor food service supplies when approved in advance by the Nutrition Manager;
- ❖ Communicate regularly with on-site teaching staff and with the Nutrition Manager;
- ❖ Complete required paperwork in an accurate, timely, and neat manner, including daily kitchen checklist;
- ❖ Deliver groceries to off-site locations;
- ❖ Cover duties in other Head Start kitchens, as needed;
- ❖ 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:
  - Count meals and perform simple inventory;
  - Demonstrate respect for individuals and groups with varied cultural, racial, ethnic, religious, and linguistic identities or backgrounds;
  - Establish and maintain a positive relationship with people from varied social, economic, and educational backgrounds;
  - Serve as a role model for staff and parents;
  - Project a positive image of the program and the agency; and,
  - Maintain confidentiality and a professional demeanor at all times.