

## **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:** Health Specialist - Nutrition

### **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 without any health restrictions, including the ability to sit or stand for long periods of time; lift, and carry up to thirty 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.

### **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 the 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;

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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 Health Specialist when items are nearing expiration dates;
- ❖ Report any food service problems to the Health Specialist;
- ❖ Inventory food services supplies and report to the Health Specialist any items needed;
- ❖ Purchase minor food service supplies when approved in advance by the Health Specialist;
- ❖ Communicate regularly with on-site teaching staff and with the 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.