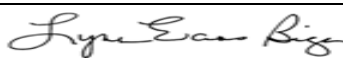


Position: FOOD SERVICE WORKER	Effective Date: July 2021
Service Area: Nutrition	Revised:
Reports To: Kitchen Manager	Approval Signature: 
Classification: Operations Support I	Status: Full Time, 10-Months; Eligible for Overtime Pay

Position Purpose: Assist in preparing nutritious and attractive meals according to a pre-arranged menu which meets the nutritional needs of each child as specified by the Child and Adult Care Food Program and Head Start guidelines. Responsible for delivery of prepared meals to local Head Start sites from a centralized kitchen and operating, sanitizing and maintaining central kitchen equipment.

Qualifications and Requirements

- High School Diploma or GED
- Two Years' Experience in Food Service Preparation in an institutional setting
- Valid Driver's License

Essential Job Functions: *These functions are performed on a regular basis unless otherwise specified. Employees must be able to perform each of the below functions with or without reasonable accommodation.*

Physical Abilities: The actual physical activities of the position are too numerous to list, but would generally include, and not be limited to, the following:

- The ability to lift and carry at all times a minimum of 45 lbs., generally food and other supplies.
- Must possess manual dexterity to operate and clean standard institutional equipment.
- The ability to load and unload vehicles and inventory.
- The ability to taste and smell food.
- This position requires the ability to stand for extended periods of time.
- The ability to climb, bend and stoop; this position requires the ability to perform repetitive bending and stooping to operate standard institutional equipment.
- The ability to tolerate standard cleaning solutions used in the childcare environment and food service environment such as choline bleach.

Attributes: Must possess basic knowledge of spelling, grammar, mathematical and communication skills; cognitive abilities including, but not limited to written comprehension, problem sensitivity, oral comprehension, oral expression, speech clarity and speech recognition.

Essential Job Functions Related to Working Conditions:

- Ability to use own vehicle for work related activities when agency vehicles are not available.
- Ability to work in a variety of environments including, but not limited to, offices, kitchens, all of which may be air conditioned or heated.
- Ability and willingness to travel on a regular basis to, but not limit to, local destinations including: Food stores/ markets in order to purchase necessary food items; Other LCHS Head Start centers to provide nutrition services, as necessary/requested, at a site other than the home base.

Standard Responsibilities

1. Embody the Mission, Vision, Core Principles and Core Values of Luzerne County Head Start (LCHS) according to the Strategic Plan of the agency.
2. Exemplify an attitude of cooperation and support as a member of the Head Start (HS) team.
3. Reflect a pleasant attitude that represents LCHS in a positive manner within the community at large and maintain a professional attitude to the staff, families and public at all times. Project the same positive manner while attending community activities, training functions, seminars and conferences.
4. Adhere to the following: the *National Head Start Act (12/2007)*, the *Head Start Program Performance Standards (HSPPS)*; *LCHS Personnel Policies and Practices Handbook*, *LCHS Operations Manual*, the *LCHS Integrated Service Plan* and the Pennsylvania State Standard System.
5. Comply with the LCHS Confidentiality Policies assuring that the program, children, families and employee records and information are protected at all times.
6. Adhere to attendance practices in being punctual and dependable on a daily basis.
7. Attend/participate in agency meetings, including, but not limited to: Pre-services, In-services, seminars and other meetings deemed necessary.
8. Serve as a Mandated Reporter of Child Abuse and Neglect as per the Federal Register, Head Start Program Performance Standards and the PA Child Protective Services Law and their amendments.
9. Keep updated the employee's own *Professional Development Record* to develop a professional record, plan a career path with LCHS, and create a record of individual professional accomplishments.
10. Adhere to agency practice in data management data collection for timely and accurate processing of agency information that will help LCHS to drive decisions in setting priorities and continuous improvement, ultimately providing more effective services for children and families. This includes checking one's own assigned Email on a consistent, regular basis.
11. Perform duties, other than those listed here, consistent with the position and responsibilities which are deemed necessary by the Executive Director in order to achieve the goals of the service area and/or help meet the HSPPS.

Essential Position Responsibilities

Nutrition Services

1. Assist in food preparation of all meals to meet standards for:
 - a. Nutritional quality - proper method and timing;
 - b. Recommended amounts - food servings apportioned for the children;
 - c. Variety - color, shape, texture, flavor, cultural and ethnic preferences;
 - d. Safety - proper storage, preparation and service;
 - e. "Family Style" meal service; and
 - f. Attractive presentation.
2. Practice proper sanitation and personal hygiene by:
 - a. Keeping the kitchen work areas, floor, equipment and utensils clean;
 - b. Maintain kitchen and dishwashing area in an inspection-ready condition following local health department and HS guidelines;
 - c. Washing dishes, flatware, cutlery, kitchen vessels, sweeping and mopping floors;
 - d. Disposal of all waste and recycling and maintains all chemical levels; and
 - e. Reports any maintenance or hazard issues to the Kitchen Manager and/or Center Manager.

Delivery/Travel

- 1. Responsible to deliver prepared food/meals in a timely, safe and sanitary manner according to established HS guidelines using an LCHS owned vehicle.
- 2. Transport food to other HS centers, as required, following transportation procedure.
- 3. May at times through the course of employment be required to purchase needed food items requiring travel to local markets.

Data Management: Collection and Data

- 1. Adhere to policies and procedure for specific data management in all job responsibilities to perform accurate and timely input/retrieval/ monitoring of specific data management systems, including, but not limited to: LCHS email system, Google Drive/Google Docs, Child Plus/HS program management software.
- 2. Maintain accurate records as required and meet established time tables for record keeping and reports.

Other Duties

This Job Description is not designed to be all-inclusive listing activities, duties or responsibilities that are required of the employee for this position. Activities, duties or responsibilities may be changes, altered or assigned at any time with our without notice.

Statement of Understanding and Agreement:

I (Print Name) _____, have reviewed the foregoing job description and have been given opportunity to ask questions about the terms of the position. I understand that my employment at LCHS is contingent upon my successful performance of the responsibilities outlined herein. I further understand that my employment with LCHS is "At Will".

I agree to follow and comply with this job description and all LCHS policies and procedures. I acknowledge that I have received a copy of this job description.

Signature: _____ Date: _____