


Position: NUTRITION AIDE	Effective Date: July 2019
Service Area: Nutrition	Revised:
Report To: Center Manager	Approval Signature: 
Classification: Operations Support I	Status: Part Time, 10-Months; Eligible for Overtime Pay

Position Purpose: Prepare food for the children’s meals that is delivered by the food service agency. Become familiar with daily classroom routine and Head Start philosophy and mission.

Qualifications:

- High School Diploma or GED
- Experience in Food Service Preparation in an institutional setting

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 distinguish colors.
- 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 work in a variety of environments including, but not limited to, offices, kitchens, playgrounds, classrooms, buses, community rooms and home environments of families, all of which may be air conditioned or heated.

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 - *Food Service Description: The food for centers is delivered in the morning for the lunch that day and the next day's breakfast. Cold food items are refrigerated and the hot food is left in the "cambro containers" until ready to re-heat in the oven for lunch.*

1. Prepare meals for children's lunch: take hot food taken from the cambro containers; take temperatures and record of each food item (hot or cold); place food in the oven or on the stove for re-heating to the proper temperature. *NOTE: When re-heating, it will be necessary to take the *second* food temperature and place hot food in serving bowls and place on table.
2. Cold food may be prepped and put into serving bowls prior to meal, i.e., prepared salad, fruit for dessert.
3. Put out plates, cups and serving utensils for children to set their own places (disposable paper products are used).
4. After lunch wash serving utensils, bowls, etc.; clean up kitchen area according to the meal time procedure.
5. Perform cleaning duties after mealtime: Wipe down counters, tables and stove; replenish any paper items needed for future meals; wash/dry any pans, utensils or serving bowls; sweep kitchen area or mop as needed during the day.
6. Set up breakfast for the next day's meal.
7. All food safety/sanitation procedures are followed.
8. Record and submit cooler, refrigerator, freezer food temperature sheets to Center Manager monthly.

- 9. Follow menu as written, document changes to the menu and submit to Center Manager at the end of each month.
- 10. Follow paper procedures for receiving, storing and rotating food and milk, including dating and labeling food as needed.
- 11. Take inventory of milk cartons and expirations dates on a weekly basis.
- 12. Follow ServSafe Food Handlers Guide and LCHS policy handbook regarding dress code procedures.
- 13. Follow food allergy procedure as state in the LCHS Operations Manual and provide substitution.
- 14. Transport food to other centers, as required, following transportation procedure.

Data Management: Collection and Data Entry

- 1. Adhere to policies and procedures 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 systems, Google Drive/Google Docs, ChildPlus/HS program management software, etc. as necessary to carry out job responsibilities.
- 2. Maintain accurate records as required and meet established time tables for record keeping and reports as necessary to carry out job responsibilities.

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: _____