

INCA Community Services

Job Description



Title:	Food Service Assistant	Reports to:	Health/Nutrition Manager, Family Service Manager
Program:	Head Start	Status:	Non-Exempt/Full Benefits/ 40 hours a week/ 10 months
Reviewed:	11/2023, 3/ 2024		
Approved:	April 2018	Wage:	(See Salary Scale)

Benefits: Health, Dental, Life Insurance, Sick and Annual Leave, Retirement Program (401k), All paid holidays.

Job Summary:

Responsible for performing various cooking/kitchen tasks as assigned, to meet the requirements of USDA, CACFP (Child and Adult Care Food Program), and Head Start Performance Standards. Assist with the preparation, serving, and clean up of breakfasts, lunches, and supplements, according to the 30-day cycle. Assist with all record-keeping and planning. Be able to assume and perform the daily duties of the Food Technician in case of absence.

This position has recurring access to a vulnerable population.

Essential Functions: *The below is intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

Food Assistant

- Maintain cleanliness of kitchen area, hallway, equipment, food storage areas, and bathroom areas.
- Assist with logging meals served to children/adults for breakfast, lunch, and supplements.
- Will work toward getting meals prepared at the time reflected on the daily schedule to ensure proper food temperatures are maintained.
- Be familiar with and assist with the paperwork necessary to operate the kitchen including the purchase of foods, charges, inventory books, and CACFP (Child Adult Care Food Program) records..
- Assist with the planning and preparation of breakfast, lunch, and supplements according to the 30-day cycle menu and USDA regulations. Shall follow menus closely, although reasonable substitutions are permissible if posted.
- Be able to assume and perform the daily duties of the Food Technician when absent.
- Ensure that initial serving, and CACFP components/serving size requirements are met.
- Staff and children share the same menu, except for a medical or special dietary restriction.
- Effective hair restraint, proper hand washing procedures, and dress code are maintained. Wear a hair covering and disposable gloves during the meal service, preparation, and serving.
- Maintain proper freezer/refrigerator temperatures.
- Assure cleaning solvents and hazardous items are stored so that they are inaccessible to children in a manner that prevents contamination of food.
- Assist with data collection, analysis and reporting as required by CACFP guidelines.

General Duties:

- Attend work punctually and regularly to provide consistency of service;
- Responsible for reporting absences and ensuring substitutes can be secured to work to meet staff ratio;
- Must have a flexible schedule to work at least one evening each month and participate in parent meetings;
- Attend upon request all staff and other appropriate meetings, training, and conferences some of which may require out-of-town travel and evening/overnight attendance;

- Follow Agency personnel policies as established by the Board;
- At all times maintain a professional attitude and respect for parents, children, and staff.
- Ensure confidentiality of all records and information;
- Demonstrate commitment to mission, values, and policies in the performance of daily routines;
- Perform other program-related assignments as designated;
- Present a positive image of the agency to members of the community.

Supervisory Relationships:

Works under the direct supervision of the Area Supervisor and direction of the Food Technician, Nutrition Manager, and Head Start Management. Accountable to the Head Start Director, Executive Director, Board of Directors, and Policy Council.

Knowledge and Skills:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill, and/or ability required.

- Knowledge and ability to initiate and implement developmentally appropriate individualization processes for each student;
- Skillful in maintaining effective working relationships to achieve goals;
- Ability to read, interpret, and implement program guidelines efficiently and effectively;
- Proficient computer skills and knowledge of the internet, e-mail, and websites.
- Deal tactfully and courteously with the public, parents, and staff;
- Capable of following both oral and written instructions;
- Strong verbal and written communication skills;
- Accurate and organized record keeping;
- Handles confidential work with tact and discretion;

Qualifications:

Education:

- Graduation from High School or GED equivalent.
- **Once hired must:**
 - Complete within the first year (entry-level child care training) (licensing h:2) and complete 20 hours CECPD approved training with no more than 6 hours of informal training per Appendix FF. Oklahoma Professional Development Ladder; **Food handlers and OSDE Connect (Civil rights training, food buying guide)**
 - Shall attend no less than 15 clock hours of professional development per year (DHS Licensing)

Experience:

- Consideration is given for school cafeterias, restaurants, or other professional kitchen experience.

General:

- Valid Oklahoma driver’s license
- Reliable transportation with liability insurance,
- Character references
- Must pass:
 - Physical,
 - Pre-employment drug testing
 - Criminal Background check including:
 - NSOPW (national sex offender)
 - Child Care Restricted Registry (Joshua’s List)
 - FBI fingerprint-based criminal history as required of the ODHS

Physical Requirements: Employee must be able to:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform the essential functions of the job with reasonable accommodations.
- Stand, walk, bend over, kneel, stretch, grasp, reach overhead, stoop, twist, push, pull and move lift and/or carry 0 to 60 pounds to waist height;
- See and read a computer terminal and printed matter with or without vision aids;
- Hear and understand speech at normal levels and on the telephone with or without hearing aids;
- Speak so that others may understand at normal levels and on the telephone;
- Operate a motor vehicle;
- Working with both hands and arms, grasping.
- Work in a busy, noisy and sometimes stressful environment.

INCA IS AN EQUAL OPPORTUNITY SERVICE PROVIDER AND EMPLOYER

Acknowledgment: I acknowledge receipt and understand the contents of this job description.

**Signature of
Employee:**

Date:

INCA Community Services, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, INCA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts INCA's right to assign or reassign duties and responsibilities to the job at any time.

