**Head Start Food Service Assistant B**

**NeighborImpact’s Head Start is continuing to grow in Central Oregon!** Are you passionate about children and families? Do you want to help Central Oregon children get the very best start in life? Do you have at least one-year’s work experience in food preparation especially in large commercial kitchen? Then the Head Start Food Services Assistant position is for you! Come to work for one Oregon’s 100 Best Non-Profits and help affect constructive change in people’s lives.

**Location:** Redmond Head Start

**Compensation:** $13.66/hour, Union represented – after six working months and a positive review, wage will increase to $14.38/hour

**Hours:** Regular full-time (35 hours/week) - subject to normal school year furloughs (furloughs are approximately a total of 12-14 weeks per year)

**Benefits:** 100% premium paid Medical, Dental, Vision and Life Insurance, Agency paid Retirement plan (up to 6%), almost 16 weeks of paid time total accrual during the first five years (increases after that), plus 10 paid Holidays annually and a separate sick leave accrual

**Deadline:** Position remain open until filled

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**NeighborImpact’s Head Start program Overview**

NeighborImpact Head Start and Early Head Start provides free quality preschool and social services to 445 children and families from pregnant woman to children ages 0-5 throughout Crook and Deschutes County. The program provides quality classroom learning in addition to resources that enable access to health and dental care, family support, nutritional meals, family engagement, social/emotional and physical development, nutrition and more. Head Start is actively working toward expanding the implementation of full day preschool in Central Oregon communities to support school readiness. For those interested in working for NeighborImpact’s Head Start program, job applications can be found at [www.neighborimpact.org/jobs](http://www.neighborimpact.org/jobs).

**Overview of Key Duties and Responsibilities:**
The Food Service Assistant assists in food preparation, cooking, and cleanup of off-site Head Start Meals. This position is also responsible for assisting the Head Cook with main entrees, production work, and follows the Child Adult Care Food Program requirements. The Food Service Coordinator supervises this position.

**POSITION QUALIFICATIONS:**
- At least one-year experience in Food Service Preparation preferred
- Experience in the operation of large commercial food service equipment
- This position is rated as active and regularly requires the individual to lift 30-50 pounds
- Daily kneeling, stooping, bending, and reaching
- Must have moderate hearing, good sight, ability to work in standing and walking position during work shift
- Must have reliable vehicle which can be driven daily as part of work assignments-mileage reimbursed
- Driving record free of any moving violations within the last three years
- Must have an initial health examination, including a TB screening, and a periodic re-examination (as recommended by health care provider) to assure that the employee does not because of communicable diseases, pose a significant risk to the health or safety of others, that cannot be eliminated or reduced by reasonable accommodation
- Prior to date of hire and throughout employment, certification of the following are required: valid driver’s license, proof of current auto insurance, OR Food Handler’s Card and current enrollment in the OR Child Care Division-Criminal History Registry
- Within 60 days of hire, Pediatric CPR/First Aid certification is required
- Above certifications must be kept current to remain employed
- Access to reliable transportation required
- Basic English reading and math skills

For further details and instructions on how to apply, please visit our Website at [www.neighborimpact.org/jobs](http://www.neighborimpact.org/jobs).

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**NeighborImpact is an Equal Opportunity Employer.** Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence, and termination. All applications will be considered only on the basis of the applicant’s knowledge, skills, and ability to perform the essential functions of the position, with or without reasonable accommodation. It is our established policy to provide equal employment opportunities to all qualified persons without regard to race, color, religion, sex, pregnancy, gender, sexual orientation, age, national origin, physical or mental disability, military or veteran status, genetic information, citizenship status, or any other protected classification, in accordance with applicable federal, state, and local laws.