Job Title: Food Service Assistant B

Reports To: Food Service Coordinator

I. Job Purpose:

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.

II. Duties, Tasks, and Responsibilities:

Responsible for preparation of nutritious & appealing meals at the central kitchen and other locations as assigned.

- Follow menus closely for all sites
- Prep, label, and prepare main entrees, fruits, & vegetables for shipment to all sites
- Prepare food boxes for the courier & assists with the courier shipment
- Follow Head Cook’s production lists and the food production schedule
- Ensure food is tasty and presented in an appetizing way
- Serve meals that meet the minimum meal pattern requirements of CACFP
- Assist with Special Diets when help is needed
- Provide feedback to Food Service Coordinator in regards to menus, meals, and sanitation issues as they arise
- Communicate with Head Cook & Food Services Coordinator daily
- Check email daily, respond appropriately, and communicate with sites daily as needed

Responsible for sanitation and safety specifications

- Follow requirements of county sanitarian
- Ensure all kitchen surfaces and equipment are clean and sanitized
- Practice safe dishwashing and sanitizing techniques
- Follow Oregon Health Division Food Sanitation Rules and Head Start policies
- Maintain good personal hygiene and clean appearance
- Maintain refrigerator/freezer and food temperature records per policy
- Completes required kitchen logs for the McKim Kitchen (temperatures & chemicals)

Responsible for completion and filing of required paperwork in a timely and accurate manner

- Complete time sheet accurately, on-time and send to Food Services Coordinator
- Comply with civil rights laws and regulations

Additional Duties

- Maintain a working knowledge of CACFP requirements
- Report and record incident and injuries
- Relate in a positive way, both verbally and physically, to children, parents, co-workers, and supervisors
- Provide a nurturing environment, using appropriate verbal and physical interaction
- Be sensitive to the needs of children and guardians
- Deliver food at outlying sites, as assigned
- Demonstrate and use quick, safe reactions and responses in dealing with children or situations that involve
NEIGHBORIMPACT
JOB DESCRIPTION

children

• Maintain a safe and pleasant work environment
• Follow safety regulations, policies and procedures
• Actively contribute towards promoting a safe workplace/environment

III. Knowledge, Skills, and Abilities Required:
• Basic English reading and math skills
• Ability to work as part of a team and make sound judgments required
• Ability to work in a fast-paced environment meeting a strict timeline for meal service
• Ability to promote positive communications within and outside Neighbor Impact
• Ability to relate to children of varying ages, disabilities and behaviors
• Ability to relate respectfully to adults of varying social, economic, and ethnic backgrounds
• Ability to respond appropriately (both mentally and physically) to an emergency or a crisis situation
• Ability to follow Head Start program “Standards of Conduct” and Neighbor Impact “Employee Handbook Section C: Employee Conduct”

IV. 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. Must provide current liability insurance.
  – Food Handler’s Card
  – 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.
V. Position Details:
- The duties outlined in this job description are not all inclusive and additional duties and tasks will be assigned as required.
- Fair Labor Standards Classification: **Non-Exempt**
- In accordance with Federal law and U.S. Department of Agriculture policy, NeighborImpact is prohibited from discrimination based on race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call, toll free, (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

VI. Signature:

Employee Print Name: _____________________________ Date: _______________

Employee Signature: _____________________________ Date: _______________