



# FOOD SERVICE ASSISTANT

CHILD AND FAMILY SERVICES

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<b>Supervisor:</b>	Food Service Coordinator	<b>FLSA Status:</b>	Non-Exempt
<b>Supervises:</b>	NA	<b>Salary:</b>	\$13.00/ hr
<b>Period of Employment:</b>	Position Ends June 15, 2010. No benefits. If position becomes permanent, salary will adjust to a lower wage to include benefits.		
<b>Hours:</b>	40 hours/week		

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## GENERAL SUMMARY:

Assist Food Service Coordinator in the organization, delivery and monitoring of food services. Support and reinforce philosophy, goals and objectives of the program within areas of specialization.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

### Plan and Implement Program Goals and Policies

1. Assure that Head Start Performance Standards and Child and Adult Care Food Program (CACFP) regulations are met.
2. Participate in program committee(s) as assigned.
3. Participate in training, workshops and meetings as assigned.
4. Support center and home base staff to meet Head Start and other relevant timelines for provision of services and completion of required documentation.

### Monitoring and Resource Guidance

1. Ensure accuracy and completeness of ongoing recordkeeping and tracking of CACFP records and documentation to meet program requirements.
2. Maintain confidentiality as required by law and Head Start policies.
3. Assist Food Service Coordinator in review of reports, records, directives and monitoring.
4. Obtain data, materials and resources required for planning activities of program.

### Reporting Requirements, Documentation and Accountability

1. Assist Food Service Coordinator to monitor, analyze and utilize relevant data.
2. Assist in the coordination of recordkeeping requirements for CACFP activities.
3. Submit reports and maintain records on program activities.
4. Provide follow-up and documentation to assure delivery of needed assistance to staff and sites.
5. Shop for and plan distribution of special diet food items.
6. Provide data collection and data entry activities in order to support program requirements

## **Leadership**

1. Establish and maintain quality work standards.
2. Participate in the team building process within the program by using established communication channels in a constructive and productive manner to enhance team efforts.
3. Evaluate self, other staff and the Head Start program in order to improve program performance.
4. Communicate in writing, accurately, clearly and professionally.
5. Communicate through verbal/nonverbal means, accurately, clearly and professionally.
6. Maintain confidentiality of all records and information regarding Head Start children and families.
7. Act as liaison between program services, staff and parents.
8. Maintain a professional attitude, working cooperatively with Head Start staff and parents.
9. Treat all children and their families with dignity and respect.
10. Attend training and meetings as required.
11. Act in lieu of Food Service Coordinator when he/she is not available.
12. All other duties as assigned.

## **QUALIFICATIONS**

1. High School Diploma or GED certificate **and**
2. One year of full-time, directly related and progressively responsible experience in accounting, CACFP **or** other related field.

## **OTHER REQUIREMENTS**

1. Must have demonstrated ability to, work independently, communicate through verbal, non-verbal means accurately, concisely and professionally, and communicate in writing, accurately, concisely and professionally.
2. Must have knowledge of and experience with subject matter in program area (or be willing and able to learn), computer software applications, e.g., word processing, spreadsheet and data base (or be willing and able to learn).
3. Recent TB Test (within 60 days), Medical Examination (within one year) (prior to hire date).
4. Fingerprinting, Child Abuse Index Check, Criminal Record Clearance (upon hiring).
5. California Driver's License and good driving record (upon hire).

## **JOB CONDITIONS/ COMPLEXITY**

Must be able to drive between sites in a two county area; requires some evening and weekend work; typical office environment. Extended periods of sitting and computer work. Work consists of fairly standard procedures and tasks where basic analytic ability is required. The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

## **EQUIPMENT USED**

1. Telephone.
2. Networked personal computer.
3. Fax machine, copier and other office machines.
4. Vehicle