

Child Start, Inc. Job Description

The job characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Title: Classroom Aide
Supervisor: Center Director 1,2,3
Program: Head Start

Revised: October 2018
FLSA Status: Non-exempt

GENERAL SUMMARY:

Provides food service for early childhood classrooms, assists teaching staff to supervise children and supports center-based operations to ensure Child Start goals and objectives are accomplished as outlined in Head Start Performance Standards.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Food Service

- Prepares and serves all meals according to menus and site needs. Cleans up after each meal.
- Ensures proper holding and serving temperature of food and uses best practices of food handling.
- Verifies that quality and completeness of food deliveries meet menu requirements by checking and inspecting quantity and condition of products.
- Ensures compliance with child food allergy restrictions through daily review of Allergy Roster and menu items and substitution of other foods.
- Helps provide a safe environment by complying with safety rules and procedures in the classroom and food prep area and reporting or helping correct unsafe conditions and work practices.
- Serves as role model to help children understand good table manners and proper behavior with food.
- Safeguards accuracy and completeness of records by completing all necessary documentation for the Child and Adult Care Food Program (CACFP).

Site Support

- Consistently demonstrate best practices in working with children as defined by Child Start
- Participate in maintaining a safe and healthy environment in cooperation with the site team
- Based on qualifications, provide classroom coverage under the supervision of teaching staff for breaks, lunches and absences

General Practices

- Protects families by keeping personal information confidential.
- Comply with all Child Start and licensing policies, procedures, and regulations

EQUIPMENT USED:

- Dishwasher, sink with garbage disposal, hot box.
- Blender, convection oven, microwave, toaster oven, thermometers.
- Knives.

Training

- Actively participate in site staff meetings and other appropriate meetings to support and advance services

- Complete online Basic Course in Integrated Pest Management and Safe Use of Pesticides

Monitoring and Record Keeping

- Assist with completing all pertinent CACFP and Head Start requirements/forms

QUALIFICATIONS:

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

1. Ability to read menus, transport/delivery sheets, and other food service-related forms in English.
2. Ability to follow instructions, work independently, and communicate effectively and lift up to 50 pounds.
3. Knowledge of proper social skills with food and interest in working directly with young children and families.
4. Knowledge of cooking techniques, with ability to use knives and other kitchen equipment safely and efficiently.

Education and Experience

- High School Diploma or equivalent and be at least 18 years old
- Education qualification is met with:
 - 0 to 11 semester units in Child Development/ECE of core courses in Child Development, Child, Family and Community, ECE Theory and Practice and course electives or
 - 2 semester units in Child Development/ECE and continued enrollment each semester until 6 units have been completed
- Original (or certified copies) of all credentials, certificates and/or college transcripts indicating applicable coursework to meet requirements of position as a condition of employment.

Other Requirements

- Health and Safety Training-15 hours [Current First Aid-4 hours, Current CPR-4 hours and Preventative Health and Safety Certification-7 hours [or ability to obtain in 60 days]
- Ability to pass a criminal record clearance
- Actively working towards additional ECE/Child Development units to become a fully qualified teacher based on Community Care Licensing requirements
- Clear TB test and statement of good health from a doctor are required as a condition of employment [within 7 days]
- Valid California Driver's License, required insurance, and acceptable driving record preferred
- Report any suspected child abuse as required by state law

Other Skills and Abilities

- Bilingual English/Spanish language preferred
- Knowledge of child development principles
- Ability to relate to families and children from diverse cultural, social and economic backgrounds
- Ability to develop positive working relationships with other staff, parents and volunteers
- Must be committed to a high standard of safety and be willing and able to comply with employer safety policies
- Must maintain regular and acceptable attendance in compliance with agency Attendance policy

PHYSICAL, SENSORY, ENVIRONMENTAL AND INTERPERSONAL CHECKLIST

Job Title: Aide

Date: Oct. 31, 2018

Please complete the following sections by putting X's in the appropriate boxes

In a/an 8 hour work day, this job requires: R= Rarely (less than 0.625% of time)
 O= Occasionally (0.625% - 30% of time)
 F= Frequently (31% - 68% of time)
 C= Continually (69% - 100% of time)
 NA= Not Applicable

RFCP= Requirements for Consecutive Performance (make notes in "Comments" column)

1. PHYSICAL REQUIREMENTS	R	O	F	C	NA	Comments (RFCP)
Sitting		X				
Stationary standing			X			
Walking			X			
Ability to be mobile/running		X				
Crouching (bending at knees)			X			
Kneeling/crawling		X				
Stooping (bending at waist)			X			
Twisting (knees/waist/neck)			X			
Turning/pivoting			X			
Climbing		X				
Balancing			X			
Reaching/lifting overhead			X			
Reaching extension			X			
Grasping				X		
Pinching		X				
Pushing/pulling Typical weight <u>20 LBS</u> Max. weight <u>50 LBS</u>	X	X				
Lifting/carrying Typical weight <u>15 LBS</u> Max. weight <u>75 LBS</u>	X	X				
Manual dexterity/keyboarding	X					
Other physical demands:						

2. Sensory Requirements	R	O	F	C	NA	Comments (RFCP)
Talking in person				X		
Talking on telephone		X				
Hearing in person				X		
Hearing on telephone		X				
Sight				X		
Other sensory requirements:						

4. Environmental Setting	Comments
Safety requirements (e.g., clothing, equipment used, such as ladders)	MUST WEAR CLOSED TOE SHOES THAT PROVIDE SUPPORT TO FEET WHEN WORKING IN CLASSROOM
Exposure (e.g., fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood and bodily fluids, contagious diseases)	MUST BE ABLE TO WORK FREQUENTLY IN OUTSIDE WEATHER CONDITIONS AND FREQUENTLY IN MODERATE NOISE LEVEL
Operation of equipment and machines (e.g., motor vehicles, computers, power and hand tools, copiers)	MUST BE ABLE TO OPERATE AUTOMOBILE, COMPUTER, PRINTER, COPIER AND FAX
Hygiene standards (e.g., food handling, sterilizing equipment, cleaning blood and bodily fluids)	MUST HAVE CURRENT CPR AND FIRST AID CARDS; MUST BE TRAINED IN IMPLEMENTING UNIVERSAL PRECAUTIONS.
Other environmental requirements:	

This position is classified as non-exempt as defined by the federal Fair Labor Standards Act, and is not exempt from overtime and is covered by the Collective Bargaining Agreement with SEIU, Local 1021.

Child Start is an equal opportunity employer.

Approved by:

Business Services Director

Date

I have read this job description:

Employee's Name

Date

The information contained herein is intended to describe the general content of, and requirements for, the performance of this job. It is not to be construed as an exhaustive statement of duties, essential functions, responsibilities or requirements.