POSITION DESCRIPTION

Title: Food Service– Head Start/ Early Head Start	**Date Prepared/Reviewed:** 3/01/10, 5/22/12, 4/8/13, 4/2/14, 3/20/17, 3/11/20; 6/23/2023
Reports to: Heath & Nutrition Lead Coordinator	**Supervises:** None

Purpose of Position:
Provides nutritious and attractive meals for the Head Start program following the USDA guidelines.

Below is an outline of the essential duties associated with this position. Other duties may be assigned as needed.

May be relocated within the SENDCAA Head Start or Early Head Start sites to best fit program needs.

ESSENTIAL DUTIES:

Program

- Staff are trained as mandated reporters and will report any observations of concern to Cass County Social Services.
- Participates in site meetings, component meetings, reflective supervision, and relevant training.
- Respect each family's cultural, ethnic, and linguistic diversity.
- Maintain working knowledge of Head Start Performance Standards.

I understand my duties under the Program section (please initial):

Food Service

- Prepares all necessary meals and snacks using designated menus that meet the minimum USDA requirements.
- Conforms to the standards and procedures as prescribed by the city health department.
- Maintains high standards of safety and sanitation.
- Takes inventory; in ordering, receiving, marking, stocking, and rotating food items in freezers, refrigerators, and shelves. Ensures the use of the first in first out system.
- Ensures proper food storage.
- Serves meals and snacks at appropriate times in accordance with USDA requirements.
- Cleans and maintains food service equipment and facilities.
- Maintains and submits records and reports as required by USDA and Head Start. Maintains daily production records.
- Ensures the availability of clean kitchen laundry.

I understand my duties under the *Food Service* section (please initial):

OTHER DUTIES:

- Actively works as a team with all other component areas.

- Performs other duties as assigned or requested.
- Occasional travel to other sites.

I understand my duties under the *Other Duties* section (please initial):

Education/Training Required:

- High School diploma and ND Safety and Sanitation Course (which may be completed within the first 6 months of employment).
- CPR and First Aid certified within the first 3 months of employment (or audit the course if physically necessary).

Education/Training Preferred:

- Nutrition and/or food preparation training.

Experience and Skills Preferred:

- Food preparation experience for preschool children.
- Knowledge of USDA guidelines.

Minimum Experience and Skills Required:

To perform the duties of this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below outline the knowledge, skills, abilities, and competencies that are required in this position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Six or more months of experience in preparing food for large groups.
- Good personal hygiene habits.
- General knowledge and understanding of nutrition.
- Knowledge of and skill in preparing large quantities of food.
- Knowledge of universal food services for cleanliness and functional operation.
- Ability to read and interpret documents such as USDA guidelines, recipes, and ingredients.
- Ability to write routine letters/reports for health, sanitation, and/or USDA officials.
- Basic math understanding and ability.
- Knowledge of modern office practices and protocols.
- Ability to communicate in a professional and appropriate manner with children, parents, and staff.
- Ability to work effectively with a diverse group of individuals, including clients and co-workers, and to maintain effective working relationships with SENDCAA clients and staff.
- Ability to perform work independently under the general direction of a supervisor.
- Supports team efforts, cooperates with others, and actively learns from other team members.
- Ability to follow protocols, (e.g., chain of command, confidentiality) when communicating with others in the program, families, governing body, policy group, committees, and those in other community programs.
- Ability to carry out the duties of this position while helping to fulfill SENDCAA's mission while adhering to policies, procedures, and regulations.

The working conditions and environment and the physical requirements/activities listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Working Conditions and Environment: While performing the duties of this position, the individual generally has good working conditions. The employee is often exposed to moderate noise from children.

Physical Requirements/Activities: While performing the duties of this position, the individual is regularly required to stand, walk, sit, balance, kneel, bend, stoop, crouch, reach with hands and arms, use hands to finger, handle, feel and use equipment/materials, push, pull, lift, twist, grip, and communicate (talk and hear). Intermittently, the employee is required to climb, jump, and crawl.

Occasionally, the employee is required to exert up to 25 pounds of force and/or less than 25 pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including a child. Infrequently, the employee is required to run, exert up to 60 pounds of force to lift, carry, push, pull, or otherwise move objects, including a child. Specific vision ability required is close vision of 20 inches or less and distance vision of 20 feet or less.

Employee Benefits and Wage: Information provided in addition to the position description.

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all job duties performed by personnel in this position.

I have read and understand the above Position Description.

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Employee Signature **Date**