

8. Evidence of ability to work in a cooperative team manner, to follow directions and program policies.
9. Must be on the Central Background Registry and pass a pre-employment drug screening and have completed a TB screen.
10. Ability to communicate in a professional manner with children, families and co-workers in both verbal and written format.
11. Must be able to attend meetings and trainings that may require out-of-town travel and overnight stays.
12. Ability to participate in regular kneeling, stooping, bending, sitting on the floor and standing for long periods of time.
13. Ability to occasionally lift up to 50 lbs.
14. Must have basic working computer skills and knowledge.
15. Bilingual skills preferred.
16. Must be willing and available to work flexible hours.
17. Ability to work with families from a diverse population.

DUTIES AND RESPONSIBILITIES:

1. Assist the cook in preparation of food in compliance with Head Start Performance Standards, USDA guidelines and according to menus.
2. Assist the cook in keeping USDA records and all other necessary record keeping as requested.
3. Follow all health and sanitation guidelines.
4. Assist the cook in maintaining inventory of all food preparation and kitchen supplies.
5. Attend required meetings and trainings.
6. Interact with children, and observe their eating habits.
7. Keep all cleaning supplies and poisons in a locked cupboard at all times.

8. Assist with keeping kitchen area clean, organized and free of debris and litter.
10. Clean restrooms; mop/sanitize a minimum of once a week.
11. Sweep, mop and vacuum floors on the center's established schedule.
12. Wash cabinets, walls, cupboards and windows as needed.
13. Maintain grounds as requested.
14. Must maintain a working knowledge of program plans, policies and performance standards.
15. Work with all center staff to maintain the center in an organized and orderly condition at all times.
16. Must maintain program and client confidentiality policies.
17. Be aware of and familiarize yourself with the posted list of foods children cannot eat due to allergies or religious preferences as documented in child's file.
18. Other duties as assigned by supervisor.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

Number of Hours per week: _____ Rate of Pay: _____

Staff Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.