

Head Start Cook Aide/ Dishwasher: Burlington position, 28 hrs weekly during school year, off summers. Prefer H. S. diploma or GED, prefer experience using commercial dishwasher and simple kitchen prep work but will train. Wage is \$9.16 / hour plus some benefits. Post offer/pre-employment criminal background check and drug testing required. Submit required agency application to: Community Action of Southeast Iowa, 2850 Mt. Pleasant Street, Suite 108, Burlington, IA 52601 no later than **4:00 p.m. Friday, August 18, 2017**. Applications available at any Community Action center or on this web site. Affirmative Action/Equal Opportunity Employer.

COMMUNITY ACTION OF SOUTHEAST IOWA

JOB DESCRIPTION

Job Title: Des Moines County Cook Aide/Dishwasher
Department: Head Start / Early Head Start
Reports to: Head Start Des Moines County Lead Cook

Summary: Maintain clean and sanitary food service area and materials as required by program operations by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Maintain confidentiality.
2. Wash classroom breakfast, snack, lunch dishes and dishes associated with food preparation and delivery at the Flint Hills site.
3. Collect from and return dishes to classrooms.
4. Record temperatures of milk cooler and classroom refrigerators and monitor temperatures of food provided to classrooms.
5. Maintain a clean, sanitary, and orderly working environment including kitchen and kitchen appliances, classroom refrigerators and classroom food service areas.
6. Submit grocery receipts to Des Moines County Lead Cook.
7. Wash, sanitize and store serving and cooking equipment, plates, glasses, and silverware.
8. Obtain a substitute when absent from position; inform supervisor of such action.
9. Transport and/or deliver food and/or groceries to classrooms as indicated.
10. Attend meetings and trainings as mandated including staff meetings, pre-service, in-service and other training opportunities.
11. Eat a meal in each classroom at least one time per school year at child-sized table.
12. Maintain proper hygiene; dress appropriately for kitchen work – long pants, no open-toed shoes.
13. Complete a weekly cleaning schedule.
14. **Be aware of children's food allergies and** intolerances and make appropriate substitutions with assistance from the Nutrition Coordinator.
15. Follow the Performance Standards, Child & Adult Care Food Program (CACFP) guidelines, State of Iowa Licensing regulations and local health department guidelines.
16. Build a respectful, trusting relationship with classroom staff and children in the program.
17. Knowledgeable of and responsible for the implementation of the Head Start Performance Standards and aware of **the Agency's other programs, mission and goals.**
18. Model professional behavior and dress code.

SUPERVISORY RESPONSIBILITIES: There are no supervisory responsibilities.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Prefer a High School Diploma or General Education Degree (GED), but not required.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to compose reports and correspondence. Ability to speak effectively before families or employees of the organization. Employee must be able to follow standardized recipes.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, divide, calculate and figure amounts such as proportions, fractions, and percentages.

COMPUTER SKILLS: Know basic computer email operations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER REQUIREMENTS: Must be able to travel throughout the four county service area regularly and travel occasionally state and nation-wide. **Must have a valid driver's license, access to a vehicle and be insurable.** Prior to employment, and every three years thereafter, employee must have a physical examination with a TB screening (documented on DHS form 470-5152). Upon hire, and as required thereafter, must submit fingerprints for a national criminal record check. Upon hire, and as required thereafter, must obtain/maintain current: First Aid and CPR certification, Mandatory Child Abuse and Neglect certification, Medication Administration training, Universal Precautions, Sanitation training (such as ServSafe), Bus Monitor training and Nutrition/Civil Rights training as required by our regulatory agencies. Employee must have access to working telephone and must keep Central Office informed of the current telephone number.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; taste or smell. The employee is frequently required to stand and stoop, kneel, crouch, bend, push/pull or crawl. The employee is occasionally required to walk, climb or balance, and talk or hear. The employee must be able to regularly lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception. The employee must be able to carry groceries, work around hot range tops, and lift food in and out of oven, handle food storage containers and transport food.

WORK ENVIRONMENT: The work environment 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.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and childhood illnesses. The employee is occasionally exposed to hot, wet and/or humid conditions, moving mechanical parts, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.

Employee will work in kitchen environment, collecting dishes from classrooms, washing them and returning them to proper locations. Will clean work area and will assist with preparing and transferring hot and cold foods to containers. On occasion will shop for food items and unload and store or deliver supplies to classrooms. The employee will work with gas or electric ovens and/or stoves and large, industrial dishwashers.