



JOB DESCRIPTION

JOB TITLE: - Food Service Worker

Exempt: No

Supervisor: Center Manager

Department: Head Start/Early Head Start

Introductory Period: 90 days

Work Period: 12 months per year

GENERAL DESCRIPTION

The Food Service Worker is responsible for all meals and snack preparation according to established nutrition standards set forth by Performance Standards and USDA. Responsible for planning menus, purchasing food, and keeping accurate records for USDA reimbursement. Responsible for ensuring the service of high-quality food and it is prepared according to the age of the children.

ESSENTIAL DUTIES AND RESPONSIBILITIES. The Food Service Worker will:

- Plans, prepares, and serves meals and snacks that are nourishing, appetizing and attractive as per performance standards. Removes and washes dishes with the assistance of other staff, as needed.
- Ensure USDA paperwork is correct and updated daily.
- Maintain USDA notebooks daily.
- Sees that kitchen and dining areas are clean and that Health Department Standards are always maintained.
- Ensures that Health Department Standards are always maintained by those assisting with food preparations and service.
- Plans menus and purchases food in consultation with the Center Manager. Post menus weekly for the benefit of staff, parents, and visitors.
- Maintains an inventory of food and kitchen equipment stored in the center. Marks food to ensure "first in", "first out".
- Maintains and uses a file of recipes and menus in the kitchen to ensure proper amounts of food are being prepared.
- Maintains kitchen equipment (regularly cleaning oven, refrigerator, microwave, freezer, etc.) and reports needed repairs to the Center Manager.
- Cooperates with the teachers in HS/EHS in promoting food activities in the classroom.

- Maintains working relationships with the public-school director of food service, county extension agent, health inspector or other Food Service Workers for consultation and information.
- Maintain daily meal count records for all children being served each meal, each day.
- Participate in staff meetings.
- Cooperates in training activities that contribute to professional and personal growth.
- Cooperates in resolving personal difficulties in an honest and cooperative spirit.
- Use Conscious Discipline as the method for redirection of behaviors.
- Ensure active supervision is used.
- Regular work hours are from 7:00 a.m. until 3:00 p.m. Any schedule variation must be approved by the supervisor.

OTHER DUTIES AND RESPONSIBILITIES

- Perform any other assigned task relevant to the effective operation of the program or other tasks assigned by the supervisor.

AGENCY REQUIREMENTS

1. Appearance: Maintain professional appearance and hygiene
2. Reliability: Dependable in carrying out responsibilities
3. Safety: Adheres to safe regulations and policies
4. Punctuality: Adheres to scheduled work hours
5. Compliance: Comply with Performance Standards, Childcare Regulations, and agency policies and procedures.
6. Driver's License: Must have a valid Texas driver's license and automobile insurance with the employee's name in order to be insurable by the agency's insurance company.
7. Professionally represent Tri-County Community Action, Inc. in all situations.
8. Maintain confidentiality of all information.
9. Maintain building security.
10. Assist with all safety and supervision of EHS/HS children.

EDUCATION AND WORK EXPERIENCE REQUIREMENTS

- High school diploma or GED required.
- Must be able to figure food measures, cost, and keep accurate records.
- Obtain a Food Managers License immediately after employment.
- Knowledge of nutrition is helpful and experience of cooking for groups or in school lunchrooms is a plus.
- Must have knowledge of sanitation practices and food preparation.
- This person must sincerely like children and is interested in childhood growth and development.

- Must have a valid Texas driver's license and automobile insurance with the employee's name in order to be insurable by the agency's insurance agency.

REQUIRED SKILLS/ABILITIES

Language Skills: Excellent oral and written communication skills. Excellent interpersonal skills and successful experience working in teams.

Reasoning Ability: Problem-solving and working independently.

Physical Demands: Must be able to lift or move 20 to 25 pounds is needed.

Other Skills/Abilities: Computer skills are required. Utilizes knowledge of various software programs to operate a computer in an effective and efficient manner.

PERSONAL QUALITIES

- Must genuinely like young children and enjoy working with them.
- Must be clean and neat in appearance and therefore able to set a good example for hygiene practices for children
- Have the ability to conduct oneself in a manner that relates to TCCA Policies and Procedures both on and off the job.
- Follows the four agency's Behavior Competencies: Integrity, Teamwork, Professionalism, and Compassion.

SUPERVISORY DUTIES

None

DISCLAIMER STATEMENT

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

All TCCA employees are at-will employees. Because your assignment is funded by grants, federal funding, and/or special funding, your continued employment is expressly conditioned on the availability of funding for the position. If funding becomes unavailable due to loss of state/federal funding or due to the financial constraints of TCCA, your position is subject to immediate termination.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand this job description. I certify that I am capable of fulfilling the requirements outlined in this job description and have received a copy of this document.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____