

United Community Action Partnership, Inc.
INTERNAL/EXTERNAL POSTING

CLASS TITLE/POSITION: Head Start Food Prep Aide (JOB #0317E)

LOCATION: Marshall

STARTING SALARY: \$9.50 per hour

JOB STATUS: Part-Time (24 hrs/wk, Monday-Thursday), 9 months, Union position

RESPONSIBILITIES: To work together with the Head Start Teacher providing comprehensive Head Start experiences that meet the requirements of the Head Start Performance Standards. To empower parents as team members in a comprehensive approach to child development and self-sufficiency.

EXAMPLES OF DUTIES:

- Complete food preparation tasks and clean-up for five (5) early childhood classrooms.
- Facilitate family-style breakfast and lunch service from catered meals.
- Prepare and serve snacks.
- Perform required record keeping.
- Perform janitorial kitchen duties daily.
- Attend trainings and staff meetings as required.
- Follow established health and food safety procedures.
- Support and Model United's Behavioral Competencies.

EDUCATION AND EXPERIENCE:

- Must be 18 years of age or older.
- CPR and First Aid Certification or willingness to obtain.
- Experience with food service.
- Food Manager Certification or willingness to obtain.

KNOWLEDGE, ABILITIES AND SKILLS:

- Demonstrated effective written and verbal communication skills.
- Computer/keyboarding skills required.
- Ability to work as part of a team.
- Ability to follow problem-solving and conflict-resolution strategies.
- Reliable, regular attendance.
- Must have satisfactory completion of background study.
- Must have satisfactory completion of medical exam and health screenings as requested per Head Start regulations.

CLOSING DATE: Interested union staff should email/submit written notice by 4/7/17.
Open to the public until filled.

CONTACT: Shayna St. Pierre, Human Resources Coordinator
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United Community Action Partnership, Inc. is an EOE/ADA/AA Employer.