

# Wayne County Action Program, Inc.

## Job Description

**Job Title:** Aide – Food Service

**FLSA Status:** Non-Exempt

**Department:** Head Start

**Reports To:** HNSC

### **Summary:**

The Food Service Aide is responsible for food preparation as per menu, serving, clean up, kitchen sanitation and safety in accordance with the USDA guidelines, Head Start Performance Standards, Policies and Procedures.

### **Essential Duties and Responsibilities:**

#### *Service Provision*

- Prepare all types of food following directions on standard recipes.
- Meet time deadlines for food preparation and serving.
- Serve appropriate quantities of food for each classroom.
- Deliver and retrieve food service carts from classrooms/ hallways at appropriate times.
- Assist in preparing and packing food for field trips, food projects, virtual meals, and site events.
- Assist in preparing and packing food for transportation to other centers (Central Kitchen only).
- Rotate stock appropriately including emergency menu food.
- Wash and sanitize all serving dishes, cookware, dishes and utensils as needed.
- Complete any food prep for the next day, including setting up for breakfast.
- Keep work area neat and clean by completing task list and posted cleaning schedule.
- Clean stoves, ovens, refrigerators, freezers, appliances, and counter tops.
- Relieve, and support education staff as assigned for breaks, including half hour lunch breaks.
- Assist with shopping at appropriate stores for needed items for food projects and site events.
- Assist with putting stock away in the pantry and freezer in an orderly fashion.
- Ensure that garbage and recycling is taken out at least twice a day, and as needed.
- Work at satellite kitchens as needed in the absence of food service staff.
- Drive the food service van as needed.
- Maintain a professional relationship with outside vendors, as well as professional relationships with program staff.
- Other duties as reasonably assigned.

#### *Planning and Organization*

- Keep accurate list of children with allergies and know/food appropriate substitutions.

- All food sent from the Central Kitchen must have an ingredient label, to assist all staff in possible allergens.
- Communicate with education staff to ensure the children are receiving everything they need.
- Immediately, communicate with Food Service Team Leader when a kitchen item is not working properly or there are other kitchen concerns
- Order correct quantities of food based on menu, food/kitchen-related supplies, check in deliveries.
- Keep inventory of stock on hand to avoid overstock or running out of food/supplies.

### *Compliance*

- Complete required paperwork accurately and in a timely manner including time schedule on CPP.
- Notify supervisor as soon as possible if your CPP time-card is inaccurate.
- Review and approve your timecard weekly in CPP.
- Communicate regularly with the Health, Nutrition, Safety Coordinator and Food Service Manager.
- Know guidelines for proper food handling, serving temperature and storage.
- Complete temperature logs and turn them in monthly.
- Carry out proper sanitation and safety.
- Assist with completing food production sheets and CACFP paperwork.
- When employee cannot avoid being late to work and or are unable to work as scheduled, notify your supervisor in advance, at least one (1) hour prior to your start time.

### **Safety Responsibilities:**

- Obey all safety rules, government regulations, signs, markings, and instruction
- Become familiar with Head Start Policies and Procedures regarding child safety
- Become familiar with safety policies that apply directly to you in the area in which you work
- Attend and actively participate in safety meetings
- Report any unsafe hazardous conditions to your supervisor
- Refrain from any unsafe act that might endanger yourself, consumers, or fellow employees
- Report all workplace accidents, incidents immediately to your supervisor
- Practice good housekeeping by picking up tools, materials and putting them into their proper places
- Compliance with safety and health rules and regulations is a condition of employment

### **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.
- Meet Day Care Licensing Medical standards as proven by submittal of Medical Statement forms (including annual TB clearance) at time of hiring. *It is the responsibility of the staff person to submit said medical statement and PPD as required by the program at time of hiring.*
- Obtain clear fingerprinting and State Central Registry Clearance as per NYS Daycare Regulations.
- In accordance with the Head Start Performance Standards, pass a background check every 5 years.
- Must show proof and submit COVID-19 Vaccination card and or approved exemption.

**Education/Experience:**

- High school diploma or GED; experience in food service especially institutional/ educational

**Language Ability:**

- Ability to read, write and comprehend documents such as recipes and procedure manuals.

**Math Ability:**

- This position requires math skills such as addition, subtraction, multiplication and division as well as ratio and percent.

**Reasoning Ability:**

- This position requires the 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.

**Certificates and Licenses:**

- Valid driver's license.

**Supervisory Responsibilities:**

- This position requires no supervision responsibilities.

**Work Environment:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Present a clean, and neat appearance and to dress according to the requirements of your position.

**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.
- The employee must regularly lift and/or move and carry up to 50 pounds including during inclement weather. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this job, the employee is regularly required to speak or listen. The employee is required to stand; walk; sit; use hands to handle or feel and reach with hands and arms. The employee is required to push a cart carrying food prepared for children steadily and safely.

**Medicaid Compliance:**

- *Medicaid fraud and abuse effects all New Yorkers by depleting valuable public funds meant to provide healthcare and health related services to vulnerable citizens. The New York State Office of the Medicaid Inspector General (OMIG) is a nationally recognized leader among Medicaid program integrity agencies. OMIG's recovery efforts and cost-containment initiatives save hundreds of millions in taxpayer dollars each year.*

- ***Wayne County Action Program employees are required to assist OMIG in fighting fraud, waste, and abuse by reporting potentially suspicious behavior or incidents. The agency encourages anyone who observes instances of potential Medicaid fraud, waste, or abuse to contact OMIG's fraud hotline. Tips can be completely anonymous – and OMIG investigates all reported information.***

***Employer's Disclaimer***

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employee contract, implied or otherwise, other than an “at will” employment relationship.
- \* COVID – 19 pandemic and any other local or nation pandemic may affect work duties and assignments to meet the needs of the program and the families we serve.