

COMMUNITY ACTION AGENCY OF SOUTH ALABAMA



Position: Nutrition Aide/Custodian

Reports to: Site Supervisor

Location: Conecuh or Monroe ELA

JOB SUMMARY:

The Nutrition Aide is responsible for the operation of the kitchen.

ESSENTIAL JOB FUNCTIONS:

- ❖ Receives and stores food and supplies for the food service program of the Head Start Center.
- ❖ Serves meals (breakfast, lunch, and snack) according to guidelines.
- ❖ Must be able to understand portions and sizes.
- ❖ Maintains safe and sanitary conditions in the food service area.
- ❖ Maintains appropriate records and submits as required.
- ❖ Recruits volunteers and in-kind contributions.
- ❖ Performs other duties as assigned by the Site Supervisor or Child Development Director.
- ❖ Responsible for knowledge of the Head Start Program Performance Standards.
- ❖ This position requires heavy lifting of cartons/trays/pans of food.
- ❖ Prepares food for children with special dietary needs.
- ❖ Prepares food for special occasions such as Policy Council meetings, etc
- ❖ Must have the ability to maintain inventory and supplies and to order groceries by the menu.
- ❖ Must be able to submit reports accurately and timely.
- ❖ Ability to work with children and adults of a multi-cultured society and of diverse ethnic origins.
- ❖ Previous experience in quantity cooking.
- ❖ Ability to follow written and verbal instructions, including recipes.
- ❖ Ability to order, receive, and store supplies.
- ❖ Knowledge of proper temperature for food, freezer, and refrigerator.
- ❖ Knowledge of the use of all electrical appliances.
- ❖ Support school readiness by providing visually appealing, tasteful, and appropriate meals that meet the nutritional needs of all program participant.
- ❖ Requires a High School Diploma or GED.
- ❖ All other duties as assigned by Management.

QUALIFICAIONS:

- ❖ Requires ServSafe certification required. Certification to be obtained within six (6) months of employment once a job offer is made.
- ❖ Responsible for assuring Head Start Performance Standards, DHR Minimum Standards and/or all pertinent program guidelines are adhered to at all times.

PHYSICAL DEMANDS:

Patient, able to resolve conflicts, gentle, kind, creative, and resourceful. Demonstrate ability to work effectively with people. Possess excellent problem solving, planning, and organizational skills. Detail and multi-task oriented with a strong desire to succeed. Must be able to cope well with stress.

While performing this job, the employee is frequently to sit; stand; stoop; bend; walk; talk; hear; use hands to grip; type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs; run short distances. 2 to 4 hours per day spent in strenuous physical activity, lifting 30 pounds or more six or eight times in an 8-hour day.

Signature of Employee

Date

Signature of Witness

Date

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

Community Action Agency of South Alabama is an EOE

Revised 8/22