

**Greene Lamp
Job Description**

TITLE: Food Service Assistant I

PROGRAM: USDA

DEPARTMENT: Food Service

REPORTS TO: Food Services Manager

BASIC FUNCTION: Assist in preparing and delivering meals in accordance to Head Start/EHS Standards and regulations and Child and Adult Care Food Program (CACFP)

DUTIES AND RESPONSIBILITIES:

1. Counts food items (breakfast, snack items or utensils) for designated delivery sites.
2. Assures compliance with all CACFP regulations as well as any state and federal nutritional mandates
3. Maintains cleanliness of equipment, kitchen, storage and dining areas and work vehicle
4. Notify Immediate Supervisor (Food Services Manager) and Health and Nutrition Coordinator of any malfunction or equipment failure
5. Ensures proper storage and control of waste in prep, cooking and dining areas; take out garbage daily and proper cleaning of containers
6. Ensure timely delivery of daily lunches and retrieve cambros
7. Maintain a professional and well-groomed appearance at all times
8. Assist in keeping track of supplies and delivery
9. Attends workshops and participate in courses that will strengthen skills for this position and in career development
10. Other duties as assigned

WORKS CLOSELY WITH:

Health/ Nutrition Coordinator
Foodservice Manager
Parents
Local Health/Human Services Agencies

QUALIFICATION CRITERIA:

High School diploma, college coursework and/or necessary skills for the position.

SALARY RANGE: Grade II

Employee Signature/Date

Supervisor Signature/Date

Created 6/18