

Employee Posting Opportunity

Date of Posting: April 24, 2026 – April 28, 2026

Position Title: Food Service Worker

Location: Bethalto

General Work Schedule: Mon - Fri Days, 9 Months (Approximately August to Mid May)

Position Reports To: Center Supervisor

Position Supervises: N/A

Education/Credentials/Experience:

High School diploma or equivalent preferred. Must possess or be able to obtain a food handler's certificate, prefer 1year related experience. Must be able to provide their own transportation to and from work and throughout the work day.

Competencies and Performance Outcomes:

This position will support internally and externally, verbally and in action, the mission of Riverbend Head Start & Family Services. Demonstrate commitment to the total Agency and its strategic direction through collaboration with other departments to further organizational goals. Takes temperatures of foods delivered and records those temperatures on required food quality forms, turning in forms monthly according to policies and procedures. Orders all paper products and utensils for food consumption, as needed and food for field trips. Stores all food and paper products in an orderly fashion. Serves and delivers A.M. and P.M. meals to each classroom. Cleans tabletops after each serving, following guidelines of sanitizing with soap and water. Empties, rinses out and stacks all foodservice pans after each lunch. Cleans inside and outside of microwave oven daily and refrigerator weekly. Cleans outside of food warmer daily and the inside of the unit weekly. Wipes down walls where food service tables are directly affected. Assist teachers in planning and securing food items for cooking activities. Will provide clerical support to site and staff.

Pay Range (minimum to midpoint): \$16.89 to \$18.31 Per Hour

Benefits: Available to full-time employees working 30 hours or more week

- Health insurance
- Dental insurance
- Vision Insurance
- Life Insurance
- 401(k) (Eligibility is after one year of employment)

- 401(k) contributions by Agency
- Employee assistance program
- Flexible spending account
- Additional life insurance
- Health reimbursement account (deductible assistance)
- Long-term disability
- Paid time off for Full-time and Part-time employees (Vacation, Sick and Personal)
- Holidays
- Professional development assistance
- Referral program
- Tuition assistance
- Mileage reimbursement
- Group Voluntary Accident, Critical Illness, Hospital Indemnity
- Employee eligibility begins the first of the month following 60 days of employment

For more information, contact: Natasha Moore – HR Assistant/Recruiter at 618-463-8909

Instructions:

1. Read the requirements and summary of duties and responsibilities thoroughly. Ensure that your education, credentials and experience qualify you for the position.
2. In addition to the position's educational, credential and experiential requirements, it is preferred that you have been in your current position for at least three months and not be on progressive discipline.
3. If you meet the requirements for the position, you will need to complete an internal application form and forward that document along with your current resume to the HR Assistant/Recruiter.
4. If your internal application and resume are received after the end date of the posting, you will be screened along with any external applicants we have received.
5. We request that you inform your current Supervisor of your intent to apply for another position.