

RIVERBEND HEAD START & FAMILY SERVICES JOB DESCRIPTION

TITLE: Food Service Worker GRADE: NE3
REPORTS TO: Center Supervisor STATUS: Non - Exempt

AGENCY MISSION: To empower children and families in Madison County, Illinois to develop positive skills to meet life's challenges.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but not limited to the following:

1. Support internally and externally, verbally and in action, the mission of Riverbend Head Start & Family Services.
2. Demonstrate commitment to the total Agency and its strategic direction through collaboration with other programs and department to further organizational goals.
3. Takes temperatures of foods delivered and records those temperatures on food quality forms turning in forms monthly according to policies and procedures.
4. Orders all paper products and utensils for food consumption, as needed.
5. Orders food for field trips.
6. Stores all food and paper products in an orderly fashion.
7. Serves and delivers A.M. and P.M. meals to each classroom.
8. Cleans tabletops after each serving, following guidelines of sanitizing with soap and water.
9. Empties, rinses out and stacks all foodservice pans after each lunch.
10. Cleans inside and outside of microwave oven daily.
11. Cleans refrigerator weekly.
12. Cleans outside of food warmer daily and the inside of the unit weekly.
13. Wipes down walls where food service tables are directly affected.
14. Assist teachers in planning and securing food items for cooking activities.
15. Provide clerical support to site and staff.
16. Other duties as assigned.

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

WORKING CONDITIONS: Work is performed in a setting with moderate safety issues. Some travel to outside meetings, Agency sites, etc. This position requires sitting, standing, bending and moderate lifting to include possible daily lifting of milk crates weighing up to 40 pounds.

ACKNOWLEDGEMENT:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by their direct Supervisor. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.

Employee's Signature

Supervisor's Signature

Date

Date

Rev. 10/16