



JOB DESCRIPTION

POSITION TITLE	DEPARTMENT	REPORTS TO
Meal Services Assistant	Health	Center Coordinator
EMPLOYMENT STATUS	FLSA STATUS	EFFECTIVE DATE
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	6/1/2021

POSITION SUMMARY

Position prepares and/or transports meals meeting USDA (United States Department of Agriculture) regulations for the children enrolled in Mid-Columbia Children’s Council, Inc. programs. Set up sanitary eating area for children at appropriate times. Incumbent performs general housekeeping duties to ensure a healthy environment for the children.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Demonstrate commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Pick up and transport food between site locations
- Prepare and serve meals for infants and toddlers and/or preschoolers according to state and local health regulations related to food service
- Plan weekly snack menu according to USDA guidelines. Obtain approval from Health/Nutrition Assistant or Health Manager prior to serving
- Assists with purchasing food within budgetary guidelines at grocery store
- Maintain sanitary kitchen and meal preparation/eating areas
- Record accurate meal attendance per USDA regulations
- Maintain accurate and organized USDA records and calculate food requirements for the ages being served. Submit timely and accurate records and other documentation/reports as required
- Model appropriate mealtime routines with children as requested
- Maintain overall cleanliness and keep environment tidy at assigned site. Clean up after meals/snacks, ensuring dishes are returned to kitchen/original location to be prepared for reuse
- Launder clothes, towels, bedding, blankets, etc., and fold as needed
- Sanitize toys on a daily basis, or more frequently, as needed
- Sweep and mop floors, dust, remove trash, organize items to ensure orderly environment
- Sanitize bottles daily to prepare for the following day
- Performing all other duties as assigned

MINIMUM QUALIFICATION (KNOWLEDGE, SKILLS, AND ABILITIES)

- Current Infant/Child CPR and First Aid certifications and Food Handler’s Permit.
- Knowledge of nutrition guidelines for young children (age’s birth to 5) preferred.
- Knowledge of state and local health regulations related to food service preferred.
- Current Driver’s license, insurance, and access to a reliable automobile during work hours
- Oral and written fluency in English with a preferred fluency also in Spanish, Russian or another language that meets community/department's needs.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is regularly required to lift, bend, kneel, stoop, climb, push and pull items weighing 50 pounds or less. Employee is regularly exposed to kitchen equipment (e.g., oven, stove, dishwasher, slicer, coffee machine, steamer, mixer, and chef’s knives).

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Mid-Columbia Children’s Council is an Equal Opportunity Employer, drug free workplace and complies with ADA regulations as applicable. Mid-Columbia Children’s Council is an equal opportunity Provider

Reviewed with Employee By:

Name (print): _____ Signature: _____

Title: _____ Date: _____

Received By:

Employee Name (print): _____ Date: _____

Employee Signature: _____