

Responsibilities:

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and Written Plans.
- Ensures all kitchen paperwork and record keeping is completed accurately and in a timely manner.
- Assist in purchasing, ordering, receiving food items and dietary supplies.
- Properly store products, stocking them in appropriate location and keep inventory of items purchased.
- Ensure proper documentation of food, freezer, and refrigerator temperatures.
- Preparing meals and snacks in accordance with menus, adjusting meals and snacks to accommodate any and all allergies noted.
- Ensures cleanliness and sanitization of kitchen area/cooking surfaces, etc. in accordance with Health Department Regulations.
- Assist in ensuring cleanliness of the center by assisting teaching staff with janitorial duties as necessary.
- Ensure bus pre and post trip inspections are in compliance with State and Federal requirements.
- Ensure bus routes are established for children, parents and staff in a safe and effective manner.
- Ensure all bus passengers are restrained with appropriate safety systems.
- Ensure daily paperwork, maintenances repairs, and records are maintained in an organized, accurate and up to date manner.
- Ensures Safe Sam curriculum is being provided to the children and families every 30 days.
- Ensure children are released only to persons listed on the Highland Rim Head Start Emergency Card.
- Ensure emergency exit procedures are explained and practiced on a monthly basis with children and staff.
- Attends all assigned meetings/trainings.
- Assist in classroom as needed.
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities.
- Maintains confidentiality of all records and information for staff, children and families.
- Performs related duties as required

Qualifications/Requirements:

- High School Diploma or GED
- A minimum of 1-3 years experience in a commercial or institutional kitchen setting and related training.
- Possession of a valid Tennessee Commercial Driver's license and maintain a vehicle liability insurance policy
- Ensure periodic physical examinations and tuberculin test.
- Incumbents are subject to a criminal background check and must pass a pre-employment drug test and random drug and alcohol screenings.
- Prefer bilingual (English/Spanish)
- DOT Medical Card

Knowledge or Skills:

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- Computer literate.
- Excellent verbal, written, and communication skills.
- Ability to communicate effectively with all levels of staff.
- Simultaneously handle multiple projects, which require solution research and implementation.
- Good interpersonal skills and the ability to work as a team member.
- Adheres to professional ethics and standards.

Working Conditions:

- This position requires incumbent to walk, sit, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Daily required to stand, climb, balance and stoop, kneel, crouch or crawl.
- Incumbent is required to regularly lift and/or move up to fifty pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The physical demands described above are representative of only some that must be met to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: This job description is not intended to be all inclusive; employees may perform other related duties as negotiated to meet the needs of the organization.

Highland Rim Economic Corporation
06/18/2015

Signature _____

Date _____

Initials _____