



Job Announcement

Position: Nutrition Aide	Department: Head Start/Early Head Start
Location: Charles County	Employment Status: Full-Time
FLSA: Non-Exempt Grade: 5	Compensation: \$14.08 - \$14.49 per hour
Weeks Worked: 52	Work Per Week: 36 – [Monday – Friday]
Opening Date: November 15, 2019	Closing Date: Until Filled

Summary of Job Description: Assist in maintaining safety and cleanliness at the center. Assist with the Daily Classroom, Bathroom and Playground Check. Serves breakfast, lunch and snacks to children and staff family style at appropriate times. Purchases food and supplies as requested. The nutrition aide is directly responsible to the Assistant Head Start Director.

Summary of Requirements: *High School Diploma or equivalent.* Experience in meal planning and the preparation of food. Basic Good math skills, analytical skills, and proficiency using Microsoft Word, Excel, Outlook, or other software applications to retrieve data create spreadsheets, and reports. Must maintain confidentiality at all times and Personal reliable transportation for use during work hours. *Communication Skills:* Communicates effectively, appropriately, and professionally in written and verbal formats with coworkers, supervisors, customers, and vendors.

Responsibilities and Duties:

Assist in providing safety during transporting of children

- Maintain order and assure that children are supervised and in seatbelts at all times
- Involve children in educational activities while on the bus
- Report all incidents involving children and families to the Director/Designee
- Assist with children, parents and staff on field trips and other extra curricular outings

Store food needed for center meal services.

- Calculate the amount to purchase according to CACFP minimum serving sizes
- Ensure proper storage of open boxes are kept in plastic bags with twist ties
- Ensure canned goods are dated and used in order of purchase
- Ensure frozen foods are wrapped, labeled, dated and used in order of purchase
- Obtain food from School District food services
- Conduct necessary food shopping

Prepare Meals According to the Planned Menu.

- Adhere, at all times, to health regulations when preparing food, e.g., washing hands regularly in hand sink, wearing gloves when utensils are not used and food is handled by hand and wearing a hair net
- Clean and sanitize all kitchen surfaces before and after meal preparation
- Maintain a clean and orderly kitchen
- Prepare food to maintain nutrition and appearance
- Place prepared food in serving containers for family style meal service
- Cover food as appropriate
- Supervise children in setting and cleaning up the tables
- Ensure meal services dishes are washed and stored properly
- Complete the Temperature Control Log daily

- Make changes to posted menu for food substitutions
- Make accommodations for children with food allergies or special dietary needs
- Assist teachers with classroom cooking experience

Maintain an accurate inventory of food, meal service supplies, and kitchen equipment.

- Conduct an inventory of food, meal service supplies, and kitchen equipment each month
- Review the kitchen equipment inventories at the beginning and end of each school year
- Report any discrepancies to Health & Safety Coordinator
- Complete accurate CACFP meal counts, food receipts and submit to Health & Safety Coordinator monthly
- Maintain Binder at Center that includes temperature logs. Daily Classroom, Playground and Bathroom Check for Health & Safety Coordinator Monthly Review

Assist in the classroom as available.

- Maintain teacher/child ratio
- Utilize and model appropriate language
- Implement and model family style dining during meal times
- Supervise, interact, and extend learning with children during indoor and outdoor activities
- Maintain a clean and safe environment
- Monitor children to ensure safety
- Record contacts with parents.

Assist Family in administering height and weight screenings on children as needed.

Assist in documenting height and weight on children as needed.

Licenses or Certificates:

Completion of Maryland serving it Safe within 3 months of employment, CPR, and First Aid.

Special Requirements:

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Physical, Tuberculin PPD Tine Test at time of employment, and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug and Alcohol testing.

Physical Demands:

Work requires moderate physical effort; Meal service requires lifting bags of groceries 25 lbs. or more, lifting large containers of prepared food, repeated bending, and twisting. Persons whom work with children are expected to participate fully in a program for active youngsters. This includes lifting of young children, getting up and down from the floor, lively outdoor activities and moving furniture.

Applications Accepted By: Mail and Online	
<u>Mail to:</u> SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	<u>Online at:</u> www.smtccac.org
Required Documents: The following documents are required based on job: In addition to your application and resume please provide a copy of your high school diploma. Applications and Documents submitted with missing information will not be considered. Do not send application's via Fax.	

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P.O. Box 280, Hughesville, Maryland 20637



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