

POSITION: Head Start Kitchen Support Staff

Reports to: Manager on Point

Wage Range: \$12-\$17.92 Per hour

Annualized: \$21,600- \$32,256

WORKSITE: Assigned Site

Classification: I

SUMMARY OBJECTIVE:

The Head Start Kitchen Support Staff is responsible for ordering and prepping meals for the building designated by the Manager on Point. Complete all required tasks and paperwork, accurately, and on time.

RESPONSIBILITIES:

A. Health/Nutrition:

1. Assist (in the preparation of meals and snacks family style, in accordance with Family Style Meal Service for all classrooms
2. Maintain inventory management pertaining to the food and food service items based off the monthly menus and substitution forms
3. Ensure that clean kitchen standards meet the Health Department Requirements

B. Program Structure:

1. Interact with children in a developmentally appropriate manner using positive discipline techniques
2. Communicate with teachers to order items for upcoming lessons and events
3. Assist in the classroom under the guidance of the teacher

C. Other:

1. Maintain confidentiality of all information regarding children, families, and staff
2. Attend and assist in parent involvement activities, as scheduled
3. Assist in recruitment of children as directed by the Manager on Point for the Site
4. Perform other duties and assist in other service areas, as assigned
5. Attend all staff meetings, trainings, workshops, and conferences in accordance with Head Start Performance Standards
6. Document at least 15 hours of in-service training annually in accordance with DCFS Licensing Standards per year
7. Perform job duties as per timeline

KEY COMPETENCIES:

1. Excellent written and oral communication skills
2. High degree of professionalism
3. Collaboration and Problem-Solving Skills
4. Ability to read, analyze, interpret, and apply Program standards
5. Excellent organizational and time management skills
6. Resourceful and able to obtain information regarding agency and community resources
7. Excellent interpersonal skills
8. Technical Capacity

QUALIFICATIONS:

1. Must meet DCFS requirement for Early Childhood Assistants (Section 407.100 & 407.150). CDA preferred.
2. Successfully complete fingerprint and background check as required by 89 Ill. Adm. Code 385, Background Checks (Section 407.110)
3. High School diploma or equivalency certificate (GED), some college hours in early childhood education and /or experience in a preschool or daycare preferred.
4. Must successfully complete a Food Service Sanitation Managers Certification, CPR, First Aid, and any other certification deemed necessary for the operation of the site.
5. Must be physically able to lift 50 lbs and move up to 100 lbs with a dolly
6. Valid Illinois Driver's License, dependable vehicle, and proof of insurance.

Key Performance Indicators:

Key Performance Indicator	Measure	What does Good Look Like?
Maintain kitchen and food prep areas in compliance with all USDA requirements	USDA Inspection	100% on Inspections
Maintain kitchen and food prep areas in compliance with all IDPH requirements.	Health Department Inspection	100% on Inspections
Active participant in recruitment activities.	Recruitment Event Summary Sheet	Participation in 50% of planned recruitment events.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

No contractual or similar obligation is implied or inferred by this job description or the employment relationship.

Employee Signature

Date

