**Mid-Iowa Community Action, Inc. Job Description**

**TITLE: Food Aide EHS/HS**

**Reports to: Lead Teacher or Site Supervisor**

**Job Summary**

Contributes to mission and vision of MICA by creating a positive, respectful, and safe environment when working with children, families and agency and community partners. Responsible for preparing and serving meals which meet Child and Adult Care Food Program (CACFP) standards. Must convert units of measure to determine proper amounts of food ingredients for food production. Responsible for ordering paper products and cleaning supplies. Responsible for demonstrating proper food safety, proper use of food service equipment, and sanitation methods. Responsible for completing food records, as well as verifying all supply deliveries against invoices. This position must perform regular duties at assigned worksite.

**Essential Job Functions**

Builds and maintains positive relationships with team members, agency and community partners and volunteers to achieve results.

Contribute to and participate in an effective classroom teaching team.

* Maintain a socially and emotionally safe and supportive climate in the classroom using Conscious Discipline techniques and PBIS supports. Use Safety First strategies when appropriate.
* Maintain the safety and welfare of children at all times.
  + Must be able to identify and recognize children and to observe them in their daily environments in order to assure their safety at all times.
  + Assist in maintaining and arrange the equipment and materials in an appropriate, safe, healthy and orderly fashion in the classroom, on the playground and on field trips.
  + Must be able to assist all children in all emergency and disaster drills and situations.
    - Must be able to push and control an occupied wheelchair.
  + Must obtain and maintain First Aid and CPR certifications.
  + Must maintain confidentiality of information about children and families at all times.
  + This position is a Mandatory Child Abuse Reporter.
  + Must complete all trainings as required.

1. Prepares for meals and snacks according to CACFP Standards using approved menus and recipes.

* Utilizes portion specifications and product specifications.
  + Substitutes and/or alters the menu, in consultation with program registered dietitian, to provide for children’s individual needs, including developmental needs, allergies, appropriate textures, and other as needed.
  + Responsible for emergency food for each classroom.
* Assists teaching staff in classroom preparation and clean-up before and after meals.
  + Supervises and assists children in setting the table and clean up as directed by Lead Teacher.
  + Eats with children as requested.
* Washes and sanitizes kitchen, dishes, equipment, utensils, counters, tables and food carts to comply with state Health Department Standards and to prevent food-borne illness.
  + Utilizes the re-cycling program.
* Properly complete and assemble food records each day.
* Receive and verify all supply deliveries against invoices.

Develop skills and knowledge related to the position.

* Successfully completes all trainings as needed or required by the agency.
* Must participate in two hours of mandatory child abuse reporting training during the initial three months of employment and an additional two hours of training every three years thereafter.
* Must participate in 1.5 hour nutrition training per year.
* Attends program or agency meetings as necessary.
* Ability to learn and implement a complex number of program regulations.
* Negotiate PDP with supervisor.

**Knowledge, Skills and Attitudes:**

* Must possess and demonstrate knowledge of sanitary methods.
* Must possess and demonstrate knowledge of food preparation methods.
* Must possess and demonstrate food safety techniques, knowledge and skills.
* Ability to perform basic mathematics as related to calculating or converting units of measure to determine proper amounts of food ingredients for mass food production.
* Able to read, write and speak the English language.
* Committed to the concept of diversity and the inherent worth of every individual.
* Strong commitment to achieving results.
* Strong communication skills, including listening skills.
* Ability to think, reason, and work independently.
* Dedicated to continuous learning
* Intermediate computer skills.  Strong knowledge of Microsoft Office.  Must be able to learn and effectively use a variety of software, electronic devices and databases.

**Working Conditions (Essential physical, mental and emotional demands)**

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

* Schedule varies by location. Regular part-time or fulltime position.
* Regularly drives to pick up or deliver food for the classroom. Must have and maintain reliable transportation, a valid driver’s license and proof of automobile insurance.
* Must be able to maintain a calm, composed demeanor in a highly active physical, social and emotional environment
* Occasionally lifts, carries or otherwise moves and positions objects weighing up to 40 pounds when stocking supplies or setting up equipment.
* The physical environment requires the employee to work indoors in a kitchen and in a classroom.
  + Kitchen may become hot during food preparation.
* Must have a pre-employment physical examination, and every three years thereafter, to prove ability to perform work duties.
  + The physical exam must include any necessary testing for communicable diseases, including a TB assessment as required by the Iowa Department of Human Services Child Care Licensure standards.
* The person in this position frequently communicates with children, parents and colleagues, both one-on-one and in larger groups, regarding agency programs. Must be able to exchange accurate information in these situations.
* Occasionally operates a computer and other office productivity machinery and devices, such as a copy machine, a computer printer, and an IPad or tablet.

**Education & Experience**

**Required:** High School Diploma or equivalent

**Preferred:** Previous experience or training doing food preparation in a like setting.

**Other:**

**Candidates offered the position must meet the following criteria:**

* Minimum age requirement of 18 per NAEYC and/or DHS licensing standards.
* Successful completion of all background checks at hire and thereafter according to agency and program standards.
* Staff who work in centers that serve infants will be required to have a Tdap immunization per Centers for Disease Control and Prevention (CDC) recommendations.

**Other Duties**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.

Additional information

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| Program | Early Childhood | Management? (Yes/No) | No |
| Generic title | Food Aide | FLSA status |  |
| Pay grade | BAND 6 | Revised | June 2021 |

**EQUAL OPPORTUNITY EMPLOYER**

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Signature of Employee Date