

**CAROLINA COMMUNITY ACTION, INC.
POSITION DESCRIPTION**

POSITION TITLE: CAFETERIA AIDE

FLSA STATUS: Non-Exempt

POSITION GRADE: 1

COMPONENT: Head Start

LOCATION:

REPORTS TO: Duties – Nutrition Coordinator
Attendance – Center Director

PREPARED BY: The JESCLON Group, Inc.

DATE: July 1, 2009

REVISED BY: Human Resources Manager

DATE: June 13, 2018

SUMMARY

Responsible for assisting the Cafeteria Operator in food preparation, serving, and clean-up of the kitchen; should have the ability to build a good public image for the Head Start program, and procedures of the program, and the ability to maintain a good working relationship with fellow employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Primary

1. Assist the Cafeteria Operator, as needed, in the daily preparation of breakfast and lunch.
2. Assist the Cafeteria Operator in insuring that sanitary methods are practiced and sanitation is maintained in all areas of food preparation and service.
3. In Cafeteria Operator's absence, responsible for meal service, completion of records, and truck orders.
4. Practice good hygiene at all times by keeping hands washed, wearing clean uniforms, and using hairnets.
5. Attend workshops, in-service, pre-service, and meetings as required by the Nutrition Coordinator and the Cafeteria Operator.
6. Carry out other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months' industrial food preparation or related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER QUALIFICATIONS

Employee must pass an annual physical, TB screening, and submit to random drug screenings.

OTHER SKILLS AND ABILITIES

Incumbent must demonstrate a working knowledge of industrial food preparation and kitchen equipment and ability to operate a copier and calculator. Employee must be able to drive an automobile.

CERTIFICATES, LICENSES, REGISTRATIONS

Incumbent must have CPR and First Aid certification, and possess a valid drivers' license.

PHYSICAL DEMANDS

The physical 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.

While performing the duties of this job, the employee is regularly required to walk. The employee is frequently required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and extreme heat. The noise level in the work environment is usually moderate.

SPECIFICATION

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.