

**CHANGES TO THE JOB DESCRIPTION CAN NOT BE MADE UNLESS APPROVED BY THE NACOG
HUMAN RESOURCES DEPARTMENT AND THE EXECUTIVE DIRECTOR**

**Northern Arizona Council of Governments
Job Description**

Lunch Aide

Division: Head Start
Reports To: Center Director
FLSA Status: Non-exempt

SUMMARY

Assists the center staff in maintaining a quality meal service program for children enrolled in the Head Start program by preparing and serving meals in accordance with safety, health and nutrition guidelines. Hours may vary as required at individual Head Start Centers. Maintains complete and accurate records of the food service program in adherence to the rules and regulations set forth by Child Adult Care Food Program (CACFP). Is responsible for maintaining standards of food safety within the regulations of State and local sanitation policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares food and facilitates food service delivery, following the CACFP meal pattern portion requirements, using the standardized serving utensils to ensure proper portions
- Adheres to Family Style Meal Service as outlined in the NACOG Head Start Family Style Service Manual.
- Serves food as required by Head Start and CACFP guidelines and local food service regulations, including taking and monitoring food temperatures
- Cleans and maintains kitchen and meal service areas, including storage facilities and equipment
- Observes required health and safety regulations
- Participates in nutrition activities and food-related experiences in the classroom
- Responsible for preparing daily food services paperwork and for upkeep of center food service notebook
- Maintains/Completes monthly food reports
- Assists staff with parent activities related to nutrition and meal planning
- Participates in lesson planning
- Participates in nutrition-related training
- Sanitize classroom supplies
- Provides one-to-one attention to children with special nutritional needs as assigned
- Models food acceptance and good eating habits during meal and snack times

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

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. Basic computer knowledge.

Education and/or Experience

Experience in training equivalent to a High School Diploma or GED. Six months of nutrition and food preparation experience. Must meet all health and licensing regulations as prescribed by the Arizona Health Services Department.

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Required Knowledge, Skills, & Abilities

Ability to obtain a valid food health card. Ability to learn and apply proper food preparation, serving, storage, and sanitation methods. Ability to learn and apply food preparation, serving, storage, and sanitation methods. Ability to learn and apply nutrition education fundamentals and family style meal practices. Ability to communicate effectively, using English, both verbally and in writing. Genuine love and respect for children and their needs. Knowledge of good organizational and time-management skills. Physical condition adequate to meet the physical and emotional demand of assigned duties. Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance. Ability to take directions and follow instructions. Ability to maintain effective working relationships with people of varied social, cultural, and educational backgrounds. Must be bondable.

Other Skills and Abilities

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must be able to write routine reports and correspondence. Must have good communication skills and be able to speak effectively before groups of customers or employees of organization. Must have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must be able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Must have the ability to implement a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates and Licenses

Current, valid Arizona Drivers License

Food Managers Certification

Obtain a Department of Public Safety Fingerprint Clearance Card

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met, or are encountered, by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and climb or balance. The employee is occasionally required to lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate and may vary.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.