

**COMMUNITY ACTION PLANNING COUNCIL  
JOB POSTING  
(IN-HOUSE & OUT-OF-HOUSE)**

**PROGRAM AREA:** Food Services  
**JOB TITLE:** Substitute Food Service Aide  
**CLASSIFICATION:** Hourly as needed  
**POSITION GRADE:** Grade 1  
**SALARY:** \$8.85 per hour  
**JOB HOURS:** 0-30 hours  
**JOB LOCATION:** CAPC Kitchen – Watertown NY

**JOB SUMMARY:** The Substitute Food Service Aide is responsible for assisting with the day-to-day operations of the kitchen to include meal preparation. Duties also include dish washing; cleaning and maintaining kitchen and equipment.

**EDUCATION:**

- High School diploma or GED required.

**EXPERIENCE:**

- Previous experience in Food Service preferred.

**PHYSICAL DEMANDS:**

- Must be able to lift 40 lbs and carry items for short distances.
- Must be able to stand for long periods of time.

**REQUIRED SKILLS:** Candidate must to be supportive and non-judgmental in working with children and families; be able to maintain confidentiality of program and agency related information; work as a team and cooperate with all Head Start staff to provide quality programming for Head Start children and families.

**OTHER:** Preference is given to qualified in-house applicants. Employment is conditional pending Policy Council approval, satisfactory medical exam and TB test; clearance from the NYS Child Abuse Central Register and fingerprint clearance from the NYS Office of Children and Family Services at time of hire. Employees are required to sign an affidavit annually which states that they have not been indicated with a child abuse or neglect case within the past year. CAPC is a substance-free workplace. CAPC conducts random, post accident and reasonable suspicion drug testing.

**APPLICATION PROCESS:** Submit CAPC application form by 5:00pm on December 3, 2015:

**Community Action Planning Council  
518 Davidson Street  
Watertown, NY 13601  
Fax 785-0892 or email [rbattista@capcjc.org](mailto:rbattista@capcjc.org)**

Application form can be downloaded from [www.capcjc.org](http://www.capcjc.org).

**EOE/AAE**