

COMMUNITY ACTION PLANNING COUNCIL

Job Posting

(In-House & Out-of-House)

Food Service Worker (Cook)

PROGRAM AREA: Head Start
CLASSIFICATION: Academic/Full-time/Non-Exempt
POSITION GRADE: 3
SALARY: \$12.08 per hour
JOB HOURS: 32.5 hours per week (Monday-Friday)
JOB LOCATION: Community Action Head Start Center, Carthage NY

JOB SUMMARY: The Head Start Food Service Worker is responsible for purchasing, preparing, and serving breakfast, lunch, and snack to eighteen children ages 3 and 4 daily. He/she maintains the kitchen area in accordance with the Department of Health and Head Start regulations and is responsible for documentation regarding food purchasing, menu planning, food production recording, and inventory.

EDUCATION: High school diploma or GED required.

EXPERIENCE/CERTIFICATION: Food service experience required. Specified food service certification desired.

REQUIRED SKILLS: Ability to work with young children, maintain confidentiality of program and agency related information, keep accurate records, communicate clearly both orally and in writing, work independently and as part of a team, follow a menu, and prepare nutritious meals. This person must maintain a high degree of personal cleanliness, understand and carry out oral and written directions, and be able to lift in excess of 35 pounds frequently.

OTHER:

Preference is given to qualified in-house candidates.

Must possess and maintain a valid driver's license and have the ability to travel to the grocery store for necessary food service items.

All employment is conditional pending Policy Council approval, satisfactory medical exam and TB test, receipt of background and fingerprint clearance at time of hire; and employee will be required to sign an affidavit annually which states that he/she has not been indicated in a child abuse or neglect case within the past year.

Community Action is a Substance-Free Workplace. Employees are subject to random, post-accident and reasonable suspicion drug testing.

BENEFITS: Agency Flexible Benefits, paid school vacations, academic schedule, and unemployment benefits during the summer months.

TO APPLY: Submit application form to Community Action Planning Council, 518 Davidson St, Watertown NY 13601, Fax 315-785-0892 or email rbattista@capcjc.org by 4:00pm on 10/23/19. Application available at www.capcjc.org.

EOE/AAE

Posted 10/17/19