



Ho-Chunk Nation

Job Description



TITLE: Food Service Worker/Maintenance		JOB CODE: FDSW
Government - Employee	EEO: 5	PAY GRADE: ⁷ \$13.37 – 25.51
Non-Exempt	No Flex	FUNDING SOURCE: Grant/NPD
NATIVE AMERICAN PREFERENCE		

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

It is the responsibility of the Food Service Worker to have input into the menus, to purchase the needed groceries, to prepare meals that are nutritious and appeal to 3 to 5 year olds and comply with the requirements of the Child and Adult Care Food Program (CACFP), and to complete the required daily CACFP paperwork.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Be involved in all aspects of the Head Start Center operations and assist in group activities.
 - A. Provide new food experiences for the children once per month.
 - B. Daily assist in all center activities and participate in mealtime routines.
 - C. Provide input on children if requested.
 - D. Daily clean and disinfect the kitchen in accordance with food safety and sanitation requirements.
 - E. Monthly purchasing food and implementing the planned menu, documenting all changes and submitting to the Center Director/Lead Teacher.
 - F. Order supplies monthly or as needed and with the approval of the Lead Teacher.
2. Must have an understanding of and be able to implement all state and federal nutrition regulations as well as program policy and procedures.
 - A. Must have an excellent understanding of State and Federal Nutrition requirements.
 - B. Responsible for maintaining the CACFP paperwork and submitting to the Center Director/Lead Teacher monthly.
3. Must maintain regular attendance to avoid center disruption.
4. Attend trainings and meetings as required by Supervisor.
 - A. Travel for meetings and training may be required.
 - B. Attend local parent committee and Policy council meetings when requested.
5. Confidentiality is required at all times, and as such, must sign a confidentiality statement.
6. Must participate in continuous recruitment for enrollment.
7. Responsible to participate in the performance of Center maintenance.
 - A. Ensure a clean, sanitary, and orderly condition of the Head Start Center. Make repairs as needed.
 - B. Maintain clean and orderly appearance of outside premises, mow lawn, trim weeds, etc.
 - C. Check building fire extinguishers monthly and smoke alarms weekly.
 - D. Maintain and practice a monthly evacuation plan for the Center.
8. Perform other duties as assigned by Supervisor.



JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Participates in developing policies and strategic plans and implements operating plans.
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with regulatory authorities and outside and inside customers.
Freedom to Act	Subject to general input and regular review by supervisor.

MINIMUM QUALIFICATIONS

EDUCATION:

1. Must have a High School Diploma or equivalent.

ESSENTIAL:

1. Must be able to pass all federal and state licensing requirements to include background checks, annual physical, and TB screening.
2. Must possess or be willing to obtain CPR/AED and First Aid training within 90 days of employment and update as needed.
3. Must complete Early Childhood I & II within 12 months of employment.
4. Must have a valid driver's license, dependable transportation and proper insurance.

EXPERIENCE:

1. Food Preparation courses or one (1) year of equivalent experience is required.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Willingness to fully participate in the Head Start Program.
2. Ability to relate and deal with the needs which typify a multi-cultural environment of children and their families.
3. Must be dependable, energetic, possess initiative, be self-motivated and have the ability to maintain strict confidentiality.
4. Must be able to work with a variety of personalities, work cooperatively and effectively with supervisor, all employees, governing bodies, community partners and families; remembering that courtesy, respect and a positive attitude are required at all times, even under conditions that can become stressful due to extensive regulations.
5. Must be appropriate role model to children, families and staff.
6. Data entry skills are required.
7. Must possess an impeccable attendance record in previous positions.

WORK PLACE RESPONSIBILITY

1. Maintains a compliant, safe and healthy work place environment.

WORKING CONDITIONS

1. The duties of this position are primarily performed in the kitchen and in a classroom setting.
2. The physical demands of this position are referenced on the Physical Demands Worksheet.