

# **FOOD SERVICES ASSOCIATE**

## **FOOD SERVICES ASSOCIATE SUBSTITUTE**

### General Statement of Duties

Plans, organizes and performs food preparation, kitchen sterilization work and lead food worker role in the Head Start program.

### Distinguishing Features of the Class

An employee in this class plans and prepares meals following established menus. The employee prepares a variety of food items, cleans the kitchen and serves as lead worker with food service assistant. Work includes ordering food; preparing and overseeing the service of breakfast, lunch, and snack; performing overall kitchen operations and food quality assurance; and ensuring that special dietary needs are met. Work includes identifying food and supply needs, keeping electronic records of number of program participants served, and proper kitchen sanitation and food storage. The employee in this class is subject to indoor environmental conditions, cleaning chemicals and hot water. Work is performed under regular supervision by the Registered Dietitian (RD) and is reviewed for proper portions, taste, adherence to nutritional and other guidelines, sanitation and timeliness. Work is evaluated through observation, conferences, goal achievement, monitoring and licensing inspection results and Significant Incidents that demonstrate job quality, quantity, timeliness and results. Work is formally reviewed, and future goals are set, during an annual performance appraisal.

### Behavioral Indicators of Organizational Principles

An employee in this class, routinely and regularly behaves in a manner that is consistent with and promotes both the letter and the spirit of the organizational principles of Community Action Opportunities:

- Teamwork – participate responsibly, solve problems, accept and support decisions
- Communication – listen responsibly, exhibit a spirit of openness, share relevant information in a timely and accurate manner, meet the organization's needs
- Quality – be professional and accountable, exceed standards, provide excellent service, strive to satisfy customers
- Respect – recognize boundaries, value diversity, behave in a direct and nonjudgmental manner

### Duties and Responsibilities

#### Essential Duties and Tasks

- Prepares complete meals according to established menus, by choosing the proper kitchen equipment, amounts of food for preparation, prepping food, starting the cooking process, seasoning, observing while cooking, removing when ready and placing food in warming devices.
- Arranges serving portions and special dietary servings according to specific guidelines.
- Orders food and other supplies and maintains proper inventory of items;
- Shops and purchases food items for the Head Start program as needed.
- Cleans or ensures proper cleanliness and sanitation of dishes, food preparation equipment and supplies, ovens, refrigerators, and other kitchen equipment and supplies.
- Maintains and updates data using electronic devices and programs

### Additional Job Duties

- Performs related duties as required
- In a center-based operation, may help to regularly clean and maintain additional areas occupied by children, teachers supervisors and others

### Recruitment and Selection Guidelines

#### Knowledge, Skills and Abilities

- Considerable knowledge of kitchen hazards, commercial kitchen cleaning and sterilization requirements and related safety precautions.
- Considerable knowledge of methods of preparation and cooking of food in large quantities.
- Considerable knowledge of the use and adaptabilities of various pieces of cooking equipment used in commercial or institutional kitchens.
- Considerable knowledge of nutritional portion requirements and regulations.
- Ability to use electronic devices
- Ability to use Google Apps, Microsoft Office Suite, and industry-related database applications.
- Ability to maintain high standards of personal cleanliness and food sanitation.
- Ability to perform simple mathematical calculations.
- Ability to understand and follow oral and written instructions.
- Ability to communicate clearly and directly orally and in writing
- Ability to establish and maintain effective working relationships with other employees, agency volunteers and community partners
- Ability to work collaboratively in a team environment

#### Physical Requirements

- Must be able to perform basic life functions including climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Must possess visual acuity for using measuring devices, reading menus and contents of food packaging and reading gauges.

*The physical requirements 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 of the work*

#### Special Requirements

- Must possess a valid North Carolina Driver License.
- Must pass a physical examination, criminal background investigation, a physical and a “no communicable disease” assessment
- Must be able to obtain a NC ServSafe Food Handler certification within 12 months of hire.

#### Desirable Education and Experience

Graduation from high school and considerable experience in food preparation in large quantities, including some lead food service worker responsibilities; or an equivalent combination of education, experience and training.

An employee in this classification is non-exempt under FLSA and is eligible for overtime pay.

Community Action Opportunities  
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