



**Job Description:**

<b>Job Title:</b>	<b>Nutrition Aide</b>	<b>Effective Date:</b>	<b>September 2017</b>
<b>Supervisor:</b>	<b>Site Supervisor</b>	<b>Entry Level Hourly Rate:</b>	<b>\$8.50</b>
<b>Employment Status:</b>	<b>Non-Exempt</b>	Employees, under the provision of the FLSA, are required to be paid by the hour and paid overtime for hours worked in excess of (40) hours in a workweek.	

**Responsibilities:**

- Support the Program’s vision, mission, goals, objectives and policies for a comprehensive developmentally appropriate program for young children and their families.
- Work in cooperation with Directors, Program Managers, Specialists, Supervisor and staff - report any concerns to immediate supervisor.
- Prepare, cook and serve prepackaged frozen meals for children, staff, parents and volunteers using the Preferred Meals System.
- Maintain clean food service areas including work areas, equipment (i.e. ovens, freezers, refrigerators) and floors.
- Maintain safe food handling practices including: hand washing before preparing and serving foods; obtaining and recording all food temperatures, freezer and refrigerator temperatures; wearing gloves to serve and handle unpackaged foods such as fruits, breads, etc.
- Order and cancel food as necessary.
- Notify vendor immediately of any changes in food counts.
- Maintain and purchase needed food, baby foods and infant formula as needed using requisition forms.
- Complete food inventories quarterly or as needed.
- Complete inventories of supplies for family style meals: classroom dishes, cups, silverware, etc. quarterly or as needed.
- Receive delivery of meals and check for accuracy in quantity and expiration dates.
- Notify the Admin/Fiscal Support Specialist of damaged food or other concerns/problems with deliveries.
- Clean and sterilize utensils and dinnerware in the dishwasher after meals, allow air-drying and return to classrooms.
- Perform other duties as assigned by immediate supervisor and approved by the School Readiness Director.

**Qualifications:**

**Education and Experience:**

- A high school diploma or equivalent with experience in food preparation

**Skills:**

- Ability to recognize and respect confidentiality.
- Ability to work independently, making efficient use of time and energy.
- Ability to take direction and follow-through as expected.
- Ability to effectively communicate in oral and written form.
- Physical ability to access centers and kitchen areas.
- Ability to establish and maintain effective working relationships.
- A patient and understanding manner with children.
- Ability to handle and carry heavy loads up to 50 pounds.
- Ability to operate equipment using the Preferred Meals System and guidelines.

**Requirements:**

- Must receive a negative pre-employment drug-screening test.
- Must receive an initial health appraisal and Mantoux TB test and a health appraisal every two years once employed.
- Must receive Child Abuse, Criminal History, and FBI Fingerprint Background Clearances.
- Be punctual and reliable in attendance.
- Be professional, productive, and follow the Standards of Conduct, Conflict of Interest, and Confidentiality policies.
- Work evenings and flexible hours when necessary.
- Must have a valid PA driver’s license and travel as required.
- Participate in job-related training and professional development opportunities to enhance competence and job performance, including: Pediatric First Aid; Child Abuse Reporting; Transportation/Pedestrian Safety; Fire Safety; and Emergency Preparedness.
- Participate in Program Committees/Teams, meetings, etc.
- Participate in performance assessments.

**PHYSICAL ACTIVITY JOB REQUIREMENTS:**

<b>Job Title:</b>	<b>Nutrition Aide</b>	<b>Effective Date:</b>	September 2017	
PHYSICAL ACTIVITY	FREQUENCY OF ACTIVITY			
	Not At All Not Performed	Occasionally Up to 33% of Time 1-2.5 hours	Frequently 34% - 66% of Time 3- 4.5 hours	Continuously 67% -100% of Time 5-7 hours
Sitting		X		
Standing				X
Walking				X
Bending Over		X		
Twisting		X		
Climbing		X		
Reach Above Shoulder		X		
Crouching/Stooping		X		
Kneeling	X			
Balancing	X			
Pushing or Pulling		X		
Repetitive Use of Hands			X	
Fine Finger Dexterity				X
Grasping - Simple/Light				X
Grasping - Firm/Strong				X
Lifting or Carrying:				
• up to 10 lbs			X	
• 11-20 lbs			X	
• 21-50 lbs			X	
• 50 or more lbs	X			
Use of Head and Neck				X
Frequency of Interpersonal Relationships Necessary to Perform Job				X
Frequency of Stressful Situations Necessary to Perform Job		X		

**I have read this job description with the addendum for physical requirements and am able to perform the duties as stated.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Manager and Supervisor Signatures

\_\_\_\_\_  
Date