

Region 9 Education Cooperative

Head Start Food Transport/Kitchen Aide Job Description

POSITION TITLE: Head Start Food Transport/Kitchen Aide
Report To: EHS/HS Director
Contract Days: 38 weeks/year, 37.5 hours/week
Classification: Nonexempt
Salary Schedule: HS TA

ESSENTIAL FUNCTIONS:

1. Represents REC 9 and its programs and its member districts in a positive manner, interacting with the general public and colleagues
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.)
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of Region 9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations
4. Attendance on a regular basis consistent with the Region 9 attendance policy is required. Attendance at mandatory Region 9 or program meetings and professional development is required.
5. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory Region 9 or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner is required.
7. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
8. Maintaining an atmosphere that protects the privacy and confidentiality of student and personnel records and information is required.
9. Understanding and compliance with the Region 9 employee policy manual, technology policy, and tracking system are required.
10. The ability to demonstrate flexibility in the performance of various job functions is required.
11. Supports and contributes to overall Region 9 mission, vision, values and goals as an appointed member of the agency leadership team.
12. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
13. Responsible for breakfast, lunch, and snack transportation from the LCMC food service department to the Head Start Classrooms on a daily basis. Assist in daily meal counts for USDA purposes.
14. Keeping the facility clean on a daily and/or regular basis. Keeping the kitchen area and surfaces clean. Disposal of all trash as needed. Clean children's restrooms and play areas, and adult bathrooms as needed.

11.2022 REC 9 does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, handicap/disability, serious medical condition, equal compensation, genetic information, pregnancy, sexual orientation, gender identity, veteran status, marital status or spousal affiliation in employment practices or the provision of services.

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15. Wash and dry all dishes including serving pans. Return serving pans to LCMC after each meal
16. Participate in CACFP training and Head Start training to ensure compliance with CACFP and program regulations.
17. Assisting in the classrooms as a floater/TA, while following all policies and procedures set forth by Region 9 and Head Start.
18. Ensures children are actively supervised at all times including in the classroom, during transitions, on the playground, and any other time during the school day. Conduct name to face checks accurately, counts the children in and out, and follows all other active supervision procedures. Understands the consequences when a child is left unattended and/or lost when being cared for in our program.
19. Participate in pre-service training and attend not less than 15 clock hours of professional development per year. Participate in staff meetings and R9 all staff meetings throughout the year as scheduled, and any other professional development pertinent to the job.
20. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
21. Maintain communication and coordination of schedule and work duties with the EHS/HS Director.

Competencies and skills:

Ability to effectively interact with employees to understand their needs and explain data.

Google Docs for Education, Microsoft Office, Use of Microsoft Windows, Macintosh OS, Chrome OS, and use of mobile electronic devices.

Establishing and Maintaining Interpersonal Relationships. Developing constructive and cooperative working relationships, demonstrating ability to communicate effectively in person and via telephone with Region 9 staff members, employer groups, Educational Administrators, using strong dialogue and customer service competencies.

Communicating with Supervisors, Peers, or Subordinates. Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

QUALIFICATIONS

As prescribed in section 645A(h) of the Head Start Act, a program must ensure center-based teachers that provide direct services to Preschool Children in Head Start centers have a minimum of a Child Development Associate (CDA) credential or comparable credential (CDC), and have been trained or have equivalent coursework in early childhood development with a focus on Preschool development. Willingness to obtain the CDC or CDA within 1 year of hire. Two years of successful work experience in a childcare, educational setting, or with preschool aged children is preferred. Two years successful work experience in a custodial, food, and/or transportation or related field.

Requires ability to speak, contain physical ability, computer knowledge, write, and read. Knowledge of cleaning supplies and equipment. Knowledge of minor maintenance and tools. Must be able to pass a criminal history background check before hiring date, complete an initial health screening and TB test and every two years thereafter. Other qualifications determined necessary by the Head Start Director or Executive Director.

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PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

- Ability to work under minimal supervision. Must exercise initiative and judgment in performing a job.
- Ability to understand oral and written instructions. Exhibit writing ability used for accounting practices, communication, reports, budgets, and personnel records.
- Verbal communications to describe, explain, detail, and give instructions.
- Motor ability to coordinate eyes, hands, fingers, in the operation of office equipment. Visual ability to see and read reports, documents, and records.

Working Environment

The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for **Head Start Food Transport/Kitchen Aide** position.

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____ Date _____

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