



Position Description

TITLE	Nutrition Aide
DEPARTMENT	Head Start
REPORTS TO	Health Services Coordinator
POSITION CLASSIFICATION	Part Time, Non-Exempt
PAY GRADE	10

POSITION SUMMARY

Under supervision of the Health Services Coordinator, the Nutrition Aide is responsible for the overall maintenance of the assigned site's kitchen in accordance with Head Start performance standards, State Licensing, and Child and Adult Care Food Program (CACFP) regulations. The Nutrition Aide will treat all individuals with dignity and respect, make necessary referrals for clients, and exemplify the agency's commitment to empowering people to reach their potential.

SKILLS & EDUCATION REQUIREMENTS

High school diploma or equivalent combination of education, training, and experience that provides the necessary knowledge, skills, and abilities.

- Complete a food safety training course;
- Effectively communicate both orally and in writing; have the ability to write reports and business correspondence; have the ability to effectively present information; Spanish speaking ability a plus;
- Cooperate successfully as a member of a team;
- Possess good organizational skills, with sensitivity to details; and
- Proficiency with computer operations, and possess skills preferably with MS Office.

ADDITIONAL JOB REQUIREMENTS

- Must possess a valid driver's license and have access to a personal vehicle with required liability insurance for use in business related travel.
- Proof of COVID-19 vaccination
- Must ensure efficient operations and present a professional image in conduct, attitude and attire.
- Must be philosophically compatible with the mission of SCCAP and the Office of Head Start.

Childcare Requirements

- Free from Child Abuse and Neglect
- Annual TB test
- Pre-employment drug test & physical examination certification
- Physical examination recertification every four years

ESSENTIAL DUTIES & RESPONSIBILITIES

- Will not leave children unattended or unsupervised, in accordance with SCCAP policies and procedures, while children are in the care of SCCAP employees. Failure to comply with this would be considered child neglect and endangerment.
- Ensure that the reporting of any and all suspected cases of child abuse and neglect; as required by law, is done in the accordance with SCCAP policies and procedures.

- Maintains accurate records on food temperatures, refrigerator/freezer temperatures and other documentation as needed.
- Assists in the preparation and transport of back up meals in case of an emergency.
- Assists in organizing supplies for nutrition experiences.
- Implements the infant to toddler meal pattern schedule and the three to five year old meal pattern schedule for all classrooms at assigned site.
- Cleans, disinfects, and maintains the kitchen in a clean and sanitary manner at assigned site on a daily basis.
- Cleans and maintains assigned site laundry.
- Participates in and supports at least four events annually hosted or sponsored by SCCAP; including parent events, parent committee, open houses, and community fairs.
- Attend various training sessions, meetings, seminars, and workshops.
- Actively participate in securing in-kind contributions from families, professionals, and community members.

PHYSICAL/MENTAL DEMANDS

Requires sitting, standing, stooping, bending and reaching with manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, copy machines, telephone and other office equipment. May require lifting up to 50 pounds. Requires normal range of hearing and vision.

Must be able to handle diverse work problems on a daily basis. Requires ability to set priorities and work schedule, yet adjust to changes necessitated by last minute assignments and deadline requests that may prove stressful. Consistent pleasant attitude is necessary with personal maturity as an important attribute. Must relate and interact with people at all levels of the company and in a culturally diverse environment.

SCCAP is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities or sincerely held religious beliefs. Contact Human Resources to request a reasonable accommodation.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this position. They should not be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned.

Our company reserves the right to modify job duties at any time. This document is not an employee contract.

I may be required to undergo a drug screen, and I hereby authorize any medical professional to furnish information on me as necessary in conjunction with that screening and related considerations.

Print Name

Signature

Date

SCCAP is an Equal Opportunity Employer