



Job Description Site Assistant

Exempt: No	SALARY LEVEL: Refer to current salary chart
SUPERVISOR: Center Director	LOCATION: Assigned Center
HOURS: Monday-Friday; assigned hrs vary; 10 or 11 months/year	
Policy Council Approved Date: 06/29/2017	Approved by: HR Manager

SUMMARY OF POSITION:

With direction, implements food service activities in the Head Start Center, as guided by Head Start Performance Standards, Service Area Written Plans, Procedures, and Policies and California State Community Care Licensing regulations. Carry out responsibilities in accordance with the Agency's policies and applicable federal and state laws

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides meal service and clean-up for Head Start class(es)
- Ensures maintenance of efficient and safe food service for children
- Follows regular cleaning schedule to maintain clean, safe and sanitary food service area, equipment, and supplies
- Assists daily in the maintenance of appropriate records for food service activities
- Promote good health and nutrition and provide an environment that contributes to the prevention of illness; share in daily cleaning and sanitizing procedures.
- Follow regular cleaning schedule of food service equipment and area to maintain clean, safe and sanitary area, as approved by the Food Service Supervisor and/or Nutrition Manager
- Ensures food service supplies are ordered in a timely manner
- Assists with supervision of children during mealtime and staff breaks. Complies with all program supervision policies and procedures.
- Assists with classroom food projects
- Assumes specific assignments, as required by supervisor
- Attends trainings and meetings, as required
- Participate in the team building process within the program by using established communication channels in a constructive and productive manner that enhances the team effort.
- The health, safety and supervision of children in the program is essential, therefore every employee is responsible for the care and supervision of children while they are present at the center
- Other relevant duties, as assigned

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Six units of ECE or ECD including courses in the areas of child/human growth and development; child, family and community and program curriculum
- High School diploma or GED or equivalent
- Valid California Driver's License and a properly insured vehicle for use on the job
- Prior to beginning work, must be able to pass the Community Care Licensing criminal record clearance, must be up to date on immunizations and have a current (within one year) TB clearance and Health Screening Report.

In Addition to the above:

KNOWLEDGE AND SKILLS

- Basic oral and written communication skills in English
- Bilingual, Spanish/English preferred

- Knowledge of and sensitivity to culturally diverse groups and persons from low-income families
- Basic skills in reading and writing in English
- Basic ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Basic ability to solve practical problems and deal with a variety of situations with good judgment
- Some understanding of human growth and development
- Must like working with children and be able to follow directions

PERSONAL CHARACTERISTICS

- Highly dependable, takes initiative, has good judgment and is able to function with minimal supervision.
- A sincere interest in the development of all children and in building partnerships with families.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee drives, approximately 5% of the time, to meetings and trainings as scheduled throughout the year. The employee spends approximately 5% of the time writing.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee works in outside weather conditions a minimum of 45 minutes a day. The noise level in the work environment is usually moderate and sometimes noisy.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Community Action Partnership of Sonoma County is an Equal Opportunity/Affirmative Action Employer.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that is required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Print Name: _____

Signature: _____

Date: _____