



# WOOD COUNTY HEAD START<sup>®</sup>, INC.

## INTERNAL/EXTERNAL JOB POSTING-J50-22

### KITCHEN AIDE SUBSTITUTE- WIS RAPIDS

#### ***COVID VACCINATION WILL BE REQUIRED***

***(Exemptions will need to be approved by HR)***

- ◆ Will assist with dishwashing, kitchen clean up and various kitchen duties.
- ◆ Children are in our centers Tuesday through Friday with an occasional Monday and hours depend on availability. This position has the potential to become a permanent position. Pay is \$11.76 per hour.
- ◆ Education and knowledge of proper sanitation practices are a plus.
- ◆ Wood County Head Start promotes further educating our staff with monthly trainings as well as provides a tuition reimbursement option for dedicated staff.
- ◆ Wood County Head Start promotes a well-balanced work-to-home aspect with a very flexible work schedule.

#### *To Apply:*

The required application packet can be picked up at:  
Wood County Head Start, Inc.  
1011 8<sup>th</sup> Street South  
Wisconsin Rapids, WI 54494

Email a request for an application: [wchs@woodcoheadstart.org](mailto:wchs@woodcoheadstart.org)

#### **DEADLINE: Open until filled.**

An **application** is required and must be received  
at the Administrative Office.

An Equal Opportunity Employer

# WOOD COUNTY HEAD START, INC.

**Position: Kitchen Substitute**

**Reports To: Nutrition Manager/Program Assistant**

**Status: Hourly**

**Date: June 2022**

**Summary:** Substitute positions work on an on-call basis. The position could be used in all areas of the kitchen as needed including coordinating the purchasing, preparation of meals and clean-up of the kitchen. Prepare and serve some occasional special event meals.

**Essential Duties and Responsibilities:** *Other duties may be assigned.*

- ◆ It is the responsibility of every employee to help provide a nurturing, positive and supportive environment for all children by:
  - ◆ Providing positive and soothing interactions.
  - ◆ Guiding children using positive statements. NEVER use ridicule or judgmental or harsh statements.
- ◆ Cook, prepare, and serve meals and snacks.
- ◆ Purchase food and supplies for kitchen following agency requisition and purchasing procedures if needed.
- ◆ Ensure proper sanitation methods for the kitchen, kitchen tools and equipment.
- ◆ Ensure proper safety use and care of kitchen tools and equipment.
- ◆ Prepare food according to menus, recipes, and other instruction.
- ◆ Perform basic mathematical calculations to determine ingredient and serving portions for quantity cooking.
- ◆ Understand, interpret, and apply applicable federal Performance Standards, Wisconsin Day Care Licensing regulations and Child and Adult Food Program (“CACFP”) regulations.
- ◆ Ensure proper storage and temperature of food items.
- ◆ Accurately complete necessary reports including purchases and production records by due date; understand the meal count process.
- ◆ Establish and maintain effective working relationships with center staff, parents, and agency management to ensure maximum performance that supports Head Start’s philosophy and Head Start’s mission, goals, and objectives.
- ◆ Adjust menu for children with special dietary needs.
- ◆ Perform inventory of kitchen supplies as needed.
- ◆ Work cooperatively with center manager
- ◆ Comply with agency policy and state law regarding the reporting of suspected child abuse/neglect. Mandatory reporter of suspected child abuse/neglect.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*

**Essential Duties and Responsibilities Continued:**

- ◆ Responsible for sanitation of the kitchen and documentation of the cleaning; including sanitation of work station, counters, floors, equipment and proper dishwashing
- ◆ Complete training requirements specified by Wisconsin Day Care Licensing/DPI.
- ◆ Ensure menu is posted for parents on bulletin board in the Center.
- ◆ Attend scheduled Head Start trainings, Cooks Meetings and complete training requirements specified by Wisconsin Day Care Licensing/DPI.
- ◆ Maintain confidentiality regarding information about children, family, and staff.
- ◆ Work cooperatively with all center staff.
- ◆ Flexible in working irregular or extended hours.

**Supervisory Responsibilities:** None

**Education/Knowledge and/or Experience:** High School education and a minimum of six months experience working in the food service industry. One year experience is preferred.

**Special Employment Requirements:** Must pass criminal records check from the Wisconsin Department of Justice, initially and on an annual basis. Complete a background information disclosure form prescribed and provided by Day Care Licensing that affirms that the employee has not been convicted or is not the subject of a pending criminal charge. A physical exam and TB screening is required at the time of hire and also is required to be periodically updated as stated in the Personnel Handbook.

**Language Skills:** Ability to communicate effectively and courteously with both internal and external customers.

**Mathematical Skills:** Ability to apply basic arithmetic calculations using units of American money, weight measurements, volume and distance. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to add and subtract increments of time.

**Reasoning Ability:** Ability to apply simple understanding to carry out detailed but basic written and/or oral instruction. Ability to deal with problems involving a few concrete variables in standardized situations.

**Other Skills and Abilities:** Ability to work with diverse personalities and populations. Ability to keep high level of confidentiality. Ability to work as a team.

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

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*

Constant walking and standing. Constant bending or twisting at the trunk with occasional bending or twisting of the neck. Frequent squatting, stooping and kneeling, reaching above the head, reaching forward and repeating the same hand, arm, or finger motion many times. Other activities include occasional climbing and driving a car. Frequent hand/grip strength, manual dexterity and finger dexterity. Lifting up to 50 lbs is frequent.

**Work Environment:** *The work environment characteristics 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.*

Continuous working inside and occasional work outside. Walking on slippery surfaces is occasionally essential. Working in loud noise areas is frequent. Exposure to infection (greater than the average person) is frequent. Exposure to solvents and degreasers is occasionally essential, while exposure to gases fumes, sprays, etc. are frequent. Meeting deadlines with severe time constraints is frequent and working irregular or extended hours is occasional. The ability to see close work such as typed or handwritten material is frequent. Having good depth perception is constant and being able to tell differences among colors is occasionally essential. Hearing conversation in a noisy environment is frequent. The ability to tell where a sound is coming from and being able to distinguish the difference between bells, buzzers, beeps, etc. is occasional. Communication through speech is occasional. A sense of smell is occasionally essential.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



# WOOD COUNTY HEAD START®, INC.

## INTERNAL/EXTERNAL JOB POSTING-J31-22

### KITCHEN AIDE SUBSTITUTE

#### ***COVID VACCINATION WILL BE REQUIRED***

***(Exemptions will need to be approved by HR)***

- ◆ Will assist with dishwashing, kitchen clean up and various kitchen duties.
- ◆ Children are in our centers Tuesday through Friday with an occasional Monday and hours depend on availability. This position has the potential to become a permanent position. Pay is \$10.62 per hour (wage increases expected 7/1/22).
- ◆ Education and knowledge of proper sanitation practices are a plus.
- ◆ Wood County Head Start promotes further educating our staff with monthly trainings as well as provides a tuition reimbursement option for dedicated staff.
- ◆ Wood County Head Start promotes a well-balanced work-to-home aspect with a very flexible work schedule.

#### *To Apply:*

The required application packet can be picked up at:  
Wood County Head Start, Inc.  
1011 8<sup>th</sup> Street South  
Wisconsin Rapids, WI 54494

Email a request for an application: [wchs@woodcoheadstart.org](mailto:wchs@woodcoheadstart.org)

#### **DEADLINE: Open until filled.**

An **application** is required and must be received  
at the Administrative Office.

An Equal Opportunity Employer