



WOOD COUNTY HEAD START®, INC.

INTERNAL JOB POSTING-J71-23

BIRON- KITCHEN AIDE

COVID VACCINATION WILL BE REQUIRED *(Exemptions will need to be approved by HR)*

- ◆ Will assist in kitchen clean up, dishwashing and occasionally with preparation of meals and food purchasing.
- ◆ This position is 25-30 hours per week during the school year, Tuesday through Friday with an occasional Monday. Pay is \$11.76-\$12.14 per hour.
- ◆ High school diploma is required. Food service experience, 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.
- ◆ Benefits include **health insurance, retirement, personal and sick time**. 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 8th Street South
Wisconsin Rapids, WI 54494

Email a request for an application: wchs@woodcoheadstart.org

DEADLINE: 12pm-Friday, March 3rd, 2023.
An **application** is required and must be received
at the Administrative Office.

An Equal Opportunity Employer

WOOD COUNTY HEAD START, INC.

Position: Kitchen Aide

Reports To: Cook

Status: Hourly

Date: July 2022

Summary: The primary purpose of the position of Cook Aide is cleaning dishes, maintaining a clean kitchen environment, and occasionally assisting with meal preparation. Hours worked are 7 hours a day, four days a week, approximately 9 months a year. Occasional help with preparing and serving special event meals may occur. Assignment of position location may change during the year based on the needs of the agency.

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.
- ◆ Any staff member witnessing another staff member exhibiting confrontational behaviors, techniques or statements towards children will be reported immediately to their direct supervisor or members of management.
- ◆ Clean dishes, wash tubs, utensils, glassware, pots and pans.
- ◆ Operate an automatic dishwashing machine. Monitor and fill the detergents and chemicals.
- ◆ Inspect dishes for cleanliness. Inspect dishes for damage (e.g. cracks, chips, etc.) that cannot be used anymore.
- ◆ Prepare classroom dish carts needed for each meal or snack.
- ◆ Perform sanitation of kitchen. Sweep and mop the floor. Clean work stations, counters, floors and equipment.
- ◆ Assist with cooking, preparing, and serving meals and snacks if needed.
- ◆ Be familiar with procedures and required reports for purchases and production records; understand the meal count process.
- ◆ Assist with inventory of kitchen supplies as needed.
- ◆ Assist in classrooms at lunch time as needed.
- ◆ Assist with stocking inventory and deliveries of food and supply items as needed.
- ◆ Practice kitchen safety and sanitation procedures.
- ◆ Fill-in as Cook or Cook Assistance when absent if necessary.
- ◆ Assist Cook with preparing menu for special functions.
- ◆ Be familiar with the children needing special dietary needs.
- ◆ 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.

- ◆ Maintains confidentiality regarding information about children, family, and staff.
- ◆ Attend scheduled Head Start trainings, and complete training requirements specified by Wisconsin Day Care Licensing/DPI.
- ◆ Work cooperatively with all center staff.
- ◆ Flexible in working irregular or extended hours.

Supervisory Responsibilities: None.

All employees must report to the HR coordinator any known convictions, pending charges or other offenses of the licensee or child care center employees which could potentially related to the care of children

Education/Knowledge and/or Experience: High School education. Prefer some food service experience, education and knowledge of proper sanitation practices.

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. Ability to lift up to 50 lbs.

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.*

Constant walking and standing. Constant bending or twisting at the trunk, bending or twisting of

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the neck, 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, constant hand/grip strength, frequent manual dexterity and occasional 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 frequent, as well as exposure to gases fumes, and sprays. 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 occasional. 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.

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