

## JOB DESCRIPTION

**JOB TITLE:** Center Lunch Aide

**COMPONENT:** Head Start

**SALARY RANGE:** \$7.43/hr.

**CLASSIFICATION:** Non-Exempt

### **DEFINITION AND PURPOSE:**

The primary responsibility is to facilitate food service to Head Start center-based children. Perform various food service tasks, including set up and clean up before and after meals using sanitary food service practices and following Head Start and USDA policies. Only works when children are in attendance unless otherwise requested.

### **ORGANIZATIONAL RELATIONSHIPS:**

Supervised by: Lead Teacher and Food Service Manager

Supervises: No One

Coordinates with: All Center Staff

### **RESPONSIBILITIES:**

- Works as a member of the Center Team to facilitate meal service to all children in the program.
- Orders weekly supplies from central kitchen.
- Maintains a neat, clean and sanitary kitchen.
- Monitors and records food temperatures daily.
- Maintains food at safe temperatures.
- Portions food into serving bowls for family style feeding.
- Checks for and provides substitutions to children with food allergies.
- Assists in food service to children as requested.
- Cleans and sanitizes dishes and utensils.
- Sweeps. Mops and sanitizes dining area and kitchen daily.
- Requests additional supplies from and reports problems or concerns to the Lead Teacher or Food Service Manager as needed.
- Cleans refrigerators and carts weekly.
- Assists in the classroom for short periods of time to maintain staff-child ratios.
- Performs other duties as assigned and required.

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:**

- Experience in food service operations preferred.
- Ability to learn and perform repetitive tasks quickly.
- Ability to understand and follow oral and written instructions.
- Ability to maintain confidentiality.
- Willing to attend food sanitation and safety training.
- Dependable.
- Ability to work with adults as a team.

**TRAINING, EDUCATION AND EXPERIENCE:**

- High school diploma or GED.

**SPECIAL REQUIREMENTS:**

- Reliable transportation.
- Must pass drug screening. Some positions require positive complete background screening including: criminal, sex offender and child protective services.
- ABLE to work while standing.
- Able to lift up to 40 pounds.
- Able to squat, bend and interact with children.

This description provides information regarding the essential functions of the designated job, and general nature and level of work associated with the job. It should not be interpreted to describe all the duties that may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.

*Every TAP employee shares in TAP's responsibility to "Mobilize Community Resources" in support of TAP's anti-poverty efforts.*

TAP hires only U.S. Citizens and lawfully authorized aliens.

**Equal Opportunity Employer/Drug Free Workplace**  
*Bilinguals Encouraged to Apply*

*Job Title: Center Lunch Aide*

*Revised: 1/7/15*

---

**Address:** 302 2<sup>nd</sup> St. SW., Roanoke, VA, 24011 **Phone:** 540-283-4800

**Mailing Address:** P.O. Box 2868, Roanoke, VA, 24001-2868