

Total Action tap For Progress

into hope

JOB DESCRIPTION

JOB TITLE: Food Service/Transportation Aide

COMPONENT: Head Start

SALARY: \$8.14- \$11.42/Hourly

CLASSIFICATION: Non-Exempt

Definition and Purpose:

The primary function of this employee will be to assist in all kitchen related aspects of the packaging and loading for delivery of hot and cold foods and food service supplies from the Central Kitchen to various Head Start sites and cleaning, pot washing, supply stocking, and janitorial responsibilities of the kitchen. This employee will work under supervision and will be given detailed instructions on assignments other than routine. Work is reviewed through observation and inspection.

Organizational Relationship

Supervised by: Food Service Manager

Supervises: No One

Responsibilities and/or Specific Duties

- Washes dishes, pots, pans, utensils, etc. daily
- Assists in the packing and loading of food containers for delivery to child development centers daily
- Unpacks food cartons and crates upon receipt and stores contents appropriately
- Cleans and straightens stockroom as needed
- Carries food to / from stockroom, freezer, refrigerators upon request
- Cleans floors, packaging area, storage (dry), freezers, refrigerators upon request
- Works as a member of the food service team
- Performs other related food service tasks upon request

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Dependable.
- Ability to work as a team with other kitchen personnel.
- Ability to communicate with staff in a clear and positive manner.
- Ability to communicate well with others in oral and written form.
- Knowledge of food sanitation and safety principles.

TRAINING, EDUCATION AND EXPERIENCE:

- Must have high school diploma or GED
- Must be able to work long hours while standing
- Must be able to understand and follow oral and written instructions

SPECIAL REQUIREMENTS:

- Must have reliable transportation.
- Must pass drug screening. Some positions require positive complete background screening including: criminal, sex offender and child protective services.
- Physical activity of this position – climbing; ascending and descending ladders, stairs, scaffolding, ramps, poles and the like; balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, use of fingers for – picking, pinching, and typing; grasping, feeling, hearing, talking, repetitive motion of the wrists, hands, and/or fingers.
- Physical requirements of this position – medium work; exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force occasionally to move objects.
- Visual acuity requirements – must be able to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Conditions subject to in this position – worker in not substantially exposed to adverse environmental conditions.

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