



## Position Opportunity

### ***FOOD SERVICE ASSISTANT***

Would you like to make difference in the lives of Orange County's most vulnerable children?

As a non-profit organization, Orange County Head Start, Inc. (OCHS) serves preschoolers, infants, toddlers, pregnant women and families throughout Orange County, including families on public assistance, children with disabilities, from homeless and foster families, and teen parents. OCHS's programs and services promote school readiness, early reading, science, mathematics, social skills and physical development. Through the additional support of comprehensive services, including health, nutrition, mental health and family partnership building, parents are empowered as leaders and advocates for their children's education, families' success, and betterment of the communities.

**Food Service Assistants:** These hands on food service position will be assigned work at either a Head Start center washing dishes and assisting with meal service, or in a central kitchen preparing and delivering meals to the Head Start centers, and washing dishes.

#### **Requirements:**

- A High School diploma or equivalent of education and experience.
- Minimum one year of food preparation and kitchen cleaning experience.
- Must be able to lift and carry up to 50 pounds.
- Must be able to pass Department of Justice, Criminal Record and Child Abuse Clearance checks.
- Must have a good driving record and must provide a current driver record printout from the DMV.

We offer a salary range of \$11.00 per hour and excellent benefits in addition to the opportunity to serve families and children in Orange County.

**Final filing date Friday, March 23, 2018 at 5:00 p.m.**

**Apply now to join our team!**

**Submit an application, resume and transcripts to:**

**Orange County Head Start Inc.**

2501 S. Pullman Street, Suite 100

Santa Ana, CA 92705

For further information and additional career opportunities, please visit the careers section on our website at [www.ochsinc.org](http://www.ochsinc.org) or call our Human Resources Department at 714-241-8920.

Fax 949-596-8291

EOE

# ORANGE COUNTY HEAD START, INC.

AN EQUAL OPPORTUNITY EMPLOYER

# JOB DESCRIPTION

THIS JOB DESCRIPTION INDICATES THE MAJOR DUTIES REQUIRED, BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS REQUIRED OF AN EMPLOYEE

**JOB TITLE:** *FOOD SERVICES ASSISTANT*

**JOB CODE:** \_\_\_\_\_

**EXEMPTION STATUS:** **NON EXEMPT**

## JOB PURPOSE SUMMARY

Under moderate supervision, responsible for assisting in the preparation and delivery of food and provide assistance with cleaning equipment, dishes and kitchen area.

## ESSENTIAL JOB DUTIES

This hands on food service position will be assigned to work either at a Head Start center washing dishes and assisting with meal service, or in a central kitchen preparing and delivering meals to the Head Start centers, and washing dishes. Check menu and assist cook with the daily preparation of food. Prepare daily delivery sheets. Assist with the calculation of portion sizes according to regulation. Load van with dishes, food and equipment weighing up to 50 pounds and deliver food to various centers. Pickup dirty dishes from the centers and wash and return them to the original kitchen. Maintain the food preparation area in a clean, neat and orderly manner. Perform additional duties as assigned by the Food Service Supervisor.

## NON-ESSENTIAL JOB DUTIES

Perform similar and incidental duties as required.

## JOB QUALIFICATIONS

**Education:** High school degree or equivalent combination of education and work experience.

**Experience:** Minimum of one year food preparation and kitchen cleaning experience.

**Knowledge:** Basic knowledge of food preparation and kitchen cleanliness and sanitation procedures.

**Language Skills:** Oral fluency in English. Spanish may be required per community composition and operating requirements.

**Math Skills:** Basic math skills required.

**Other Skills:** Sanitation, food preparation, and safety skills.

**Reasoning Abilities:** Ability to solve routine problems relating to food preparation, delivery and kitchen cleaning.

**Other Abilities:** Ability to assist with the preparation of daily food. Ability to pass Food Handlers Certification Exam.

**Other Requirements:** Must have a valid California Driver License and proof of insurance. Must be able to drive to and from different centers, kitchens, meetings and/or training venues. Successfully comply with the provisions of Senate Bill 933 and Orange County Head Start's requirements relative to fingerprinting and criminal background checks.

## REPORTING RELATIONSHIPS

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Orange County Head Start, Inc.

Reports to the Food Services Supervisor and receives work direction from cooks.

**MAJOR BUSINESS/PROFESSIONAL CONTACTS**

Frequent contact with the Cook to assist with preparation of the meals. Frequent interaction with Center Director, teaching staff, and OCHS parents.

**WORKING AND ENVIRONMENTAL CONDITIONS**

Typically functions in a kitchen environment. Requires travel to deliver and pickup food and dishes.

**PHYSICAL DEMANDS**

Typically requires standing for extended periods of time, lifting up to 50 pounds, walking and driving to various locations and pushing carts of food.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date