



Mid Florida Community Services, Inc.
 820 Kennedy Blvd.
 Brooksville, FL 34601
 Phone: 352-796-1425 Fax: 352-796-9952
Apply online @ www.mfcs.us.com

Part Time-on call basis/Hours 8am-1pm Monday - Friday

Benefits: Sick, PTO, 8% non matching retirement contribution, 14 company paid holidays

POSITION TITLE:	Center Aide Substitute
DEPARTMENT:	Head Start / Early Head Start
SUPERVISED BY:	Nutrition Services Coordinator

JOB DESCRIPTION

POSITION SUMMARY: Responsible for the pick-up and delivery of meals through a scheduled route to Head Start centers and classrooms. Responsible for assisting teachers with classroom and playground activities and with the supervision of children as needed.

ESSENTIAL JOB FUNCTIONS:

- Be available to fill in for center aide whenever needed.
- Cooperate with, and follow through on suggestions/recommendations of, managers, leaders and specialists to establish a quality comprehensive child/family program.
- Picks-up breakfast, lunch, and snack from meal provider, assures and documents safe food temperatures and delivers meals to Head Start center during USDA approved meal service times.
- Delivers meal containers to individual classrooms.
- Retrieves, scrapes, and rinses food containers; empties ice coolers; cleans sinks/cleaning area.
- Returns meal and milk containers to meal provider.
- Stores snacks as needed (refrigerates cold items, keeps room temperature items in a safe/sanitary location).
- Maintains appropriate levels of supplies in a clean and orderly manner on site. Delivers paper products, utensils, and supplies to classrooms as needed.
- Drives vehicle for pick-up and delivery of meals, supplies, and substitute meal items assuring all federal, state and local laws, regulations and departmental procedures are adhered to.
- Performs regular vehicle safety checks as required and submits documentation weekly. Assures that meal vehicle is in safe operating condition and is kept clean and adequately fueled.
- Maintains appropriate documentation required by USDA/Child Care Food Program (meal count, CCFP worksheets, and menu planner) and ensures quality of data and timelines for completion.
- Works in collaboration with providers and centers/classrooms staff when picking-up and delivering meals.
- Assists with classroom activities that include reading stories, preparing and delivering activities for/to the children, conducting/assisting with small and large group activities as needed.
- Maintain communication with the education staff to alert staff to any problems or special information.
- Assists in maintaining a safe, clean, neat and orderly learning environment, including playground areas. Monitors and reports in writing, needed repair of damaged items. Maintains a safe and clean learning environment through cleaning/sanitizing kitchen area including, work area, materials, refrigerators etc.



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Monitors play and working areas for broken and non-usable materials. Takes appropriate action to correct.

- Encourages language development of children by asking open ended questions. Promotes cultural and ethnic acceptance and experiences and positive self-concept and social skills. Encourages appropriate behavior. Provides and participates in learning experiences for children that allow children to solve problems, initiate activities, explore, question and gain mastery through learning by doing.
- While assisting in classroom supervises children at all times; maintains child/staff ratios in accordance with policies and regulations. Reports child abuse and neglect in accordance with program policies and procedures.
- Participates and works as a team-player with all Head Start staff, including but not limited to: teacher, co-workers, supervisor/management, the staff members/specialist in education, health, and family and community partnerships.
- Acts as an advocate and role model for Head Start families. Recruits children for the program.
- Actively participates in center/classroom activities, parent meetings and annual parent activities as requested.
- Attends and actively participates in training programs, staff meetings, pre-service, in-services, and other meetings/trainings.
- Maintains confidentiality in all aspects of client, staff and agency information.
- Maintains effective working interaction with coworkers and outside contacts that will enhance the operation of the Head Start program.
- Organizes and prioritizes all assignments as directed.
- Participates in community activities that enhance Head Start programs as directed.
- Actively participates in USDA training provided by Nutrition Services Coordinator.
- Participates in ongoing monitoring, Community Assessment and Self-Assessment and performs reasonable related functions.
- Participates in regular safety, storm and fire drills.
- Submits reports, documents, and files as directed.
- Uses and follows the policies/procedures of Head Start, federal, state and local regulations/laws, and federal regulations/laws including the Head Start Performance Standards, applicable transmittal notices, and other administrative orders/directions.
- Uses and follows the policies/procedures of Mid Florida Community Services, Inc., including but not limited to Personnel Policies, Occupational Health and Safety policies, payroll policies/practices, etc.

NON-ESSENTIAL/SECONDARY FUNCTIONS:

- Performs any additional duties as directed or assigned by supervisor, management staff, program director



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or Mid Florida Community Services, Inc. management staff. This description is intended to convey information essential to understanding the scope of the position and is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position.

JOB STANDARDS:

Education: High school graduate or equivalent. Will obtain certification in First Aid/CPR and register for 55 hours Florida DCF Child Care Training within 90 days of hire and complete coursework within the first year of employment. Will complete Head Start required annual training hours.

Experience: No experience required.

Licenses & Certifications: Valid Florida driver's license and be insurable by Company's current carrier. Subject to Federal, State and Local legal requirements/background checks/clearance for working with children. First Aid and CPR certified.

CRITICAL SKILLS, ABILITIES, & EXPERTISE:

Physical Requirements: These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the position. Talking, standing, sitting, squatting, kneeling, use of fingers, arms, hands, legs, walking, stretching/reaching, handling, grasping, climbing, bending at the waist, turning, balancing, pushing, pulling, use of depth perception, carrying and lifting (up to 65 lbs.), and driving are constant. Good eyesight (correctable) and hearing (correctable) are essential.

Equipment: Computer, facsimile, copy machine, calculator, switchboard, multi-line phone and other small office and instructional equipment, playground equipment and vehicle.

Skills & Expertise: Knowledge of health/sanitation practices regarding meal service and food preparation/service. Ability to use and operate a personal computer. Ability to complete work with a high degree of accuracy. Ability to effectively communicate orally and in writing. Ability to keep accurate written records. Knowledge of organization methods. Ability to operate a vehicle/van safely. Ability to arrive to work daily and on time. Ability to work with limited direction. Ability to evaluate situations and make prompt decision. Ability to maintain Mid Florida Community Services, Inc., Head Start, child and parent confidentiality. Knowledge of classroom management techniques. Ability to work with children including those with special needs. Ability to be reliable, responsible and accountable to job requirements. Ability to establish effective working relationships with people, particularly supervisor and co-workers.

ENVIRONMENTAL JOB FACTORS:

Job Location: Primary location is the Head Start facilities in Hernando, Sumter and/or Volusia counties. Occasional travel to other counties.

Work Environment: While performing the responsibilities of the position, these work environment characteristics are representative of the environment the employee will encounter. Office environment and working with others frequently. Working with office equipment is frequent. Occasionally outdoors and operates a vehicle.

By signing below, Employee acknowledges that he or she has read this Job Description and the requirements contained herein. Employee certifies that he or she has the qualifications and skills required and has the ability to complete the physical requirements of their job duties.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.



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Employee Signature

Date

Supervisor Signature

Date

REVISION DATE: 09/08/2015	W/C CODE: 8810	FLSA STATUS: Non-Exempt
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