



Mid Florida Community Services, Inc.

820 Kennedy Blvd.

Brooksville, FL 34601

Phone: 352-796-1425 Fax: 352-796-9952

Wage: \$11.15/hr Location: Brooksville, FL

Apply online @ [www.mfcs.us.com](http://www.mfcs.us.com)

<b>POSITION TITLE:</b>	Dietary Aide
<b>DEPARTMENT:</b>	Head Start
<b>SUPERVISED BY:</b>	Nutrition Services Coordinator

## JOB DESCRIPTION

**POSITION SUMMARY:** Assists in preparing meals for children, teaching staff and volunteers according to the USDA Child Care Food Program regulations.

### ESSENTIAL JOB FUNCTIONS:

- Assists in food preparation using USDA and Head Start requirements.
- Assists in receiving and storing food items according to safe food handling procedures.
- Assists in receiving and storing paper products and kitchen supplies according to Department of Children and Families (DCF) guidelines.
- Assists in conducting a weekly food and supply inventory.
- Assists in performing food preparation in compliance with temperature and sanitation guidelines.
- Follows posted food allergies and assures substitute foods are provided according to USDA guidelines.
- Assists in receiving and recording meal count of children, teaching staff and volunteers on a daily basis.
- Assists in monitoring amount of food consumed to assure proper serving sizes are being maintained according to USDA requirements.
- Assists in conducting daily sanitization of equipment used in food preparation, serving and storage.
- Reports all equipment and food related concerns to supervisor in a timely manner.
- Delivers meals to classrooms/meal van according to safe food handling procedures as necessary.
- Actively participates in center/classroom activities, parent meetings and annual parent activities as requested.
- Acts as an advocate and role model for Head Start families. Recruits children for the program.
- Assists in the development and implementation of the annual training plan, including pre-service, in-service, T/TA, and ongoing training requirements.
- Attends and actively participates in training programs, staff meetings, and other meeting/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.
- Participates in ongoing monitoring, Community Assessment and Self-Assessment and performs



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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 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.

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. **Must obtain Safe Serve certification within 90 days of employment.**

### **CRITICAL SKILLS, ABILITIES, & EXPERTISE:**

Physical Requirements: Talking, standing for long periods of time, 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.) are constant. Driving is occasional. Good eyesight (correctable) and hearing (correctable) are essential. Ability to smell and taste.

Equipment: Kitchen equipment, food preparation and serving equipment, computer and a vehicle.

Skills & Expertise: Skill in completing work with a high degree of accuracy. Ability to effectively communicate orally and in writing. Ability to establish effective working relationships with people.

### **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. Kitchen/Cafeteria environment and working with others frequently. Working with kitchen equipment is frequent. Occasionally outdoors and operates a vehicle.

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



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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.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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