



# COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

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**Cynthia W. Burton**  
Executive Director

September 28, 2023

## **JOB ANNOUNCEMENT**

**Title:** Food Service Worker

**Location(s):** Alberta Head Start/Early Head Start Center

**Employment Classification:** Regular, Full-Time, Non-Exempt, Non-Safety-Sensitive

**Summary of the Position:** See Attached Job Description

**Qualifications of the Position:** See Attached Job Description

**Duties and Responsibilities:** See Attached Job Description

**Salary and Application Procedures:** Current employees may apply by submitting a letter of interest along with and updated employment application. Other interested applicants may apply by submitting a completed employment application obtained from the website at [www.cspwal.com](http://www.cspwal.com) or by contacting the Human Resources department of CSP at (205) 469-0389 to request an application. Completed and signed applications may be submitted in person, by mail or scanned and emailed to [employment@cspwal.com](mailto:employment@cspwal.com).

**Deadline to apply:** Tuesday, October 10, 2023, at 5:00 p.m.

Community Service Programs of West Alabama, Inc., is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, genetic information, or national origin. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children's facility and applicants will be subject to criminal history background checks. CSP is an E-verify Employer. **EOE AA M/F/Vet/Disability.** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability or national origin.



## Community Service Programs of West Alabama Job Description

**Job Title:** Food Service Worker

**Division / Department:** Head Start / Early Head Start (HS/EHS)

**Reporting Relationship:** Center Manager

**Employment Classification:** Regular, Full Time

**Grade/Salary:** Head Start Pay Grade 10: Starting pay rate \$11.37 per hour

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### Summary of Position

The Food Service Worker performs functions which provide a quality nutrition program for HS/EHW nutrition program in accordance with all Federal, State, County, Municipal and Agency requirements and guidelines. The food service worker portions, and distributes food and snacks according to CACFP guidelines; and performs inventories and record-keeping. The Building Custodian position is responsible for the cleanliness, general repair, preventive maintenance, and safety check of the Head Start facilities, equipment, and grounds.

### **Essential Duties:** *(other duties may be assigned by supervisor)*

- Receive and prep food from vendor in accordance with USDA, CACFP, and food service contract.
- Follow the daily meal service schedule.
- Check meal components for compliance with contract and USDA regulations.
- Check and record food temperatures on Daily Meal Delivery Ticket; sign and obtain required signatures from vendors.
- Maintain all meal delivery tickets.
- Ensure that hot foods are placed in holding boxes and that cold foods are placed in the cooler. Measure and maintain records of temperatures of coolers.
- Report any concerns regarding meal deliveries, components, missing components, and temperatures in a timely manner to the Center Manager and the Nutrition Coordinator.
- Consult Child Plus to obtain meal count data for use in portioning meals and snacks.
- Portion and stage food for each class based on meal count data.
- Retrieve containers and utensils from each class after each meal.
- Return rinsed containers and utensils to vendor for cleaning and sterilizing.
- Clean and sanitize all dishes, utensils, serving carts, dish towels, mops, storage area, and cafeteria on a daily basis.
- Maintain a running inventory of all food and supply items stored at the center kitchen and report any needed stock requirements to the Center Manager.
- Make sure all trash is taken out and disposed of daily. Keep trash cans clean.
- Maintain sanitation, cleanliness and order in the food service and storage areas, in compliance with all requirements and guidelines.
- Complete all paper work on a daily basis and ensure all documents are filed at the end of each day.
- Submit weekly reports to the Nutrition Coordinator.
- Communicate routinely with Nutrition Coordinator regarding daily operations.
- Follow directions and instructions regarding work assignments and procedures.
- Follow safety guidelines and maintain a safe working environment.
- Comply with all Head Start, DHR and Agency guidelines, policies and procedures.
- Actively contribute to a positive teamwork environment.

## ADDITIONAL DUTIES:

- Follow directions and instructions regarding work assignments and procedures.
- Follow safety guidelines and maintain a safe working environment.
- Comply with all Head Start, DHR and Agency guidelines, policies and procedures.
- Actively contribute to a positive teamwork environment.

**Qualifications:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Possession of a high school diploma or GED certificate.
- Must possess solid working knowledge of local Health Regulations and Sanitation laws.
- Prefer experience in a lunchroom setting.
- Experience in performing general minor repairs.
- Experience working in environments with children and families from disadvantaged environments is preferred.

### **Certificates, Licenses, Registrations:**

- ServSafe Certification or to ability to obtain ServSafe Certification within six months of hire date.
- Valid Alabama driver's license with liability insurance.
- Serviceable automobile.

### **Language Skills:**

- Ability to communicate to diverse populations.
- Ability to communicate orally and in writing.
- Ability to effectively present information to children and families.

### **Mathematical Skills:**

- Ability to compute simple math such as addition, subtraction, multiplication and division, using a calculator.

### **Reasoning Ability:**

- Ability to analyze problems confronted by program participants.
- Ability to define problems and draw valid conclusions.

### **Other Skills and Abilities:**

- Ability to accurately complete forms.
- Ability to work in a constant state of alertness.
- Regular and predictable attendance.
- Ability to develop and maintain effective working relationships with staff members, program participants, and volunteers.
- Ability to communicate effectively with the target population.
- Sensitivity to multi-racial and multi-cultural issues.
- Ability to develop working rapport quickly and easily.

**Physical Demands:** *The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to sit, talk, and hear. The employee is regularly required to stand and walk, bend, stoop and climb a ladder and steps. Lifting of objects weighing up to 25 pounds are routine. Multiple demands from the children and other individuals are frequently required of the employee. The ability to write, read, listen, and speak is required of this employee. In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, an initial health examination (that includes screening for tuberculosis) and a re-examination every four years will be required of this position.

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

The noise level is variable in the work environment. Work is performed indoors and outdoors in cold, heat and humidity. The employee is expected to operate general maintenance and cleaning equipment. The employee is expected to establish and maintain harmonious and effective working relationships with subordinates, associates, and supervisors. The employee is expected to demonstrate knowledge and understanding of policies and procedures.

The information contained in the job description is for compliance with the American with

Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position.

Additional duties may be assigned by the supervisor.

01/2012

*Reviewed by Board of Directors 12.03.2015*

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