



COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

601 BLACK BEARS WAY, TUSCALOOSA, ALABAMA 35401-4807

TELEPHONE (205) 752-5429

TOLL FREE (855) 211-0950

FACSIMILE (205) 469-0062

Human Resources

www.cspwal.com

Cynthia W. Burton

Executive Director

September 26, 2018

JOB ANNOUNCEMENT

Title: Food Service Worker/Building Custodian

Location: Tuscaloosa Head Start/Early Head Start

Employment Classification: Regular, Full-Time, Non-Exempt, 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: This is a Grade Level 10 position on the CSP Head Start Salary Scale with a pay rate of \$9.37 per hour. Current employees may apply by submitting a letter of interest along with an updated employment application. Other interested applicants may apply by submitting a completed employment application obtained from the website at www.cspwal.com or by contacting the Human Resources department of CSP at (205) 752-5429 to request an application. Completed and signed applications may be submitted in person, by mail or scanned and emailed to employment@cspwal.com.

Deadline: Wednesday, October 17, 2018, 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, 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 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/Building Custodian

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: \$9.37 - \$13.66 per hour

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 transports, 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)*

FOOD SERVICE:

- Receive food from vendor in accordance with food service contract.
- 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.
- Ensure that hot foods are placed in holding boxes and that cold foods are placed in the cooler.
- Report any concerns regarding meal deliveries, components and temperatures to the Center Manager.
- Submit meal counts for each meal/snack.
- Portion and stage food for each class based on meal count for children and teachers.
- Retrieve reusable containers and utensils from each class after each meal.
- Return rinsed containers and utensils to vendor for cleaning and sterilizing.
- Maintain a running inventory of all food and supply items stored at the center kitchen and report stock requirements.
- Maintain sanitation, cleanliness and order in the food service and storage areas, in compliance with all requirements and guidelines.
- Maintain daily meal count records for each meal/snack.
- Maintain meal delivery tickets.
- Measure and maintain records of temperatures of coolers.

- Communicate routinely with Nutrition Specialist regarding daily operations.

BUILDING CUSTODIAN:

- Perform cleaning tasks such as sweeping, dusting, washing windows, walls, mopping, stripping and waxing all floors.
- Remove trash and garbage from building(s) daily.
- Perform minor repairs to site building(s) and playground equipment.
- Maintain inventory and request janitorial supplies for cleaning and up-keep of building(s) and grounds.
- Inspect building(s) and grounds for unsafe conditions.
- Remove hazardous debris from center grounds.

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

Reviewed by Board of Directors 01.19.2017

Revised 08.29.2017

Reviewed by Board of Directors 09.21.2017

Reviewed by Board of Directors 03.15.2018