



# COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

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**Cynthia W. Burton**  
Executive Director

February 6, 2019

## **JOB ANNOUNCEMENT**

**Title:** Senior Food Service Worker

**Location:** Hale County Head Start Center (Sawyer ville, AL)

**Employment Classification:** Regular, Full-Time

**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 \$12.13 - \$13.66 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](http://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](mailto:employment@cspwal.com).

**Deadline to apply extended:** Monday, March 25, 2019, 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:** Senior 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: \$12.13 - \$13.66 per hour

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**Summary of Position**

The Senior Food Service Worker performs functions which provide a quality nutrition program for HS/EHS nutrition program in accordance with all Federal, State, County, Municipal and Agency requirements and guidelines. The senior food service worker transports, portions, and distributes food and snacks according to CACFP guidelines; and performs inventories and record-keeping.

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

- 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 Coordinator regarding daily operations.
- Plan, develop and conduct nutritional training for HS/EHS staff, parents and volunteers.
- Monitor all aspects of the nutrition programs at Centers.
  - Provide direction to center staff who implement and manage food service operations and encourage family style meals.
  - Assure that nutrition programs/food service operations comply with all Federal, State, County, Municipal, Agency and local Health Department requirements and guidelines.
  - Collaborate with the Nutrition Coordinator to provide information, support, programming and follow-up for special needs children and families.

- Serve as a resource for staff who develop or deliver nutritional training to enrollees and parents.
  - Document prescriptive recommendations in the data system related to child nutrition.
  - Monitor data system entries and documentation related to food allergies and/or restrictions.
  - Attend required nutrition and education workshops and training.
- 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.

### **Supervisory Requirements:**

Previous work leadership experience in a food service environment is necessary.

### **Qualifications:**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- 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.

### **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 food trays and pots and pans 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 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.

Created 12.04.2018

Reviewed by Board of Directors 01.17.2019