

# York County Community Action Corp.

## Children's Services Dishwasher/Food Service Delivery Job Description

**REPORTS TO:** Lead Cook, with input from Center Manager and Health and Nutrition Manager

**STATUS:** Non-Exempt, Part-Time

**PAY GRADE:** 2

**EMPLOYMENT PERIOD:** 28.75 hours per week; 36 weeks per year

**PURPOSE:** The Dishwasher/Food Service Delivery functions as a member of the kitchen staff team and contributes to ensuring the agency's full compliance with the Head Start Performance Standards and State of Maine Licensing Regulation. The Dishwasher/Food Service Delivery receives instructions from the Lead Cook.

The Dishwasher/Food Service Delivery is responsible for the safe storage, sanitation, and delivery of the breakfast, lunch and snacks to the Springvale and Spruce Street classrooms; as well as lead dishwashing responsibility at the Emery Street - Sanford location. He / She must be willing to travel and have own, reliable vehicle and be willing to transport food to other centers. Staff must show proof of a valid license and insurance annually.

### **RESPONSIBILITIES:**

1. Presents self in a neat and clean fashion, wearing hair covering, apron and closed toe shoes while working in the kitchen.
2. Wash all dishes, utensils and cookware following established procedures.
3. Maintain a clean safe environment in the kitchen at all times.
4. Assist with assembling food, dishes and supplies needed for a timely meal preparation when asked.
5. Transport/Delivers food and assist with the sets up of family style meals to classrooms and other centers throughout our program.
6. Stores food, supplies and equipment in an organized manner.
7. Maintains a clean, safe environment the kitchen and food storage areas at all times.
8. Removes trash and garbage to the dumpster daily.
9. Assist Lead Cook in preparing Food Order Forms which will be sent to the Facilities Coordinator per schedule, when needed.
10. Checks all incoming food orders against order form for quantity and quality at the time of delivery as needed. Reports any problems pertaining to the food orders to the Lead Cook.
11. Maintains established standards of sanitation, safety and food preparation. Follows cleaning schedule.
12. Maintains a professional level of confidentiality in regards to children, families and center staff.
13. Relevant information will be discussed with supervisor at scheduled supervision.
14. Attends and participates in nutrition, sanitation, and other job-related training as directed and approved by their supervisor.
15. Will assist with center housekeeping tasks to assure a clean, safe, inviting center.
16. Additional chores assigned by supervisor, which might include paperwork, mail deliver, assisting with food prep and clean up for parent meetings, etc.
17. Adheres to all program policies and agency policies.

18. Performs all other duties as assigned, or as necessary to fulfill the position.

**QUALIFICATIONS:**

1. The Dishwasher/Food Service Delivery must have a high school diploma or a GED.
2. Experience in the area of nutrition, cleaning, sanitizing and dish washing is desirable.
3. Must be able to lift 40 pounds, reach to an area of two feet and bend to ground level.
4. The Dishwasher/Food Service Delivery should be an open, warm, caring and accepting person and be able to demonstrate the ability to work cooperatively as a team member.
5. Must not have an active record on the System for Award Management (SAM) website.
6. Annual driving record checks will be completed and employee must maintain a valid license.

Employee needs to have a physical that includes TB testing, every other year at own expense and on own time. A physical form provided by the Central Office must be filled out and signed by the physician, then returned to the Program Nurse. In addition, as required by state licensing, for staff born after 1956, the facility shall obtain and have available a Certificate of Immunization for measles, mumps, rubella, tetanus and diphtheria. A laboratory blood test proving immunity may also be accepted. Documentation of immunity against measles, mumps, and rubella is not required for staff born prior to 1957. No person shall be required to provide such documentation if she/he provides in writing the opposition for sincere religious reasons or philosophical reasons or, provides written documentation from a physician that such immunization is medically inadvisable.

*Staff is responsible for welcoming parent and community volunteers to bolster partnerships and In-Kind donations; all staff are responsible for initiating and documenting donations.*

**Qualifications and responsibilities are essential functions of the job. Essential functions (EF) are the work tasks that employers do not have to change when making reasonable accommodations.**

**Responsibility for Safety and Health:**

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Facilities Manager any hazardous condition or equipment immediately.
3. Attend required safety trainings.

**Physical Requirement:**

Physical Essential Functions of the position

Bending	O	Sitting	O	N (Not applicable)
Carrying	F	Standing	F	O (Occasionally) on/off up to 3 hrs. per day
Driving	O	Talking	F	F (Frequently) on/off up to 6 hrs. per day
Handling	F	Walking	F	C (Constantly) all the time, over 6 hrs. per day
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	O	40 lbs. or less	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching	O	20 lbs. or less	O	

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **DISHWASHER/FOOD SERVICE DELIVERY** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or without notice. I further understand that should I desire to resign a two (2) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

**I certify that I have read and received a copy of the job description for the Dishwasher/Food Service Delivery. I understand that this job description may change at management's discretion. I meet the required qualifications for this job and can perform the essential functions, with or without, reasonable accommodation. I understand the duties and agree to carry out these responsibilities as presented.**

\_\_\_\_\_  
Employee (print) name

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

\_\_\_\_\_  
Date

I have thoroughly discussed the job description and expectations of this position with the employee whose signature appears above.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date