

ALTA HEAD START

JOB DESCRIPTION - Classroom/Kitchen Aide

POSITION: Classroom/Kitchen Aide
DEPARTMENT: Education
SUPERVISOR: Education Supervisor
STATUS: Part-Time, Non-Exempt
RATE: Commensurate with Alta Salary Scale

JOB SUMMARY:

The Classroom Aide serves in various roles within the Alta Head Start Program. Classroom Aides may be required to act as a third person in a classroom to assist the Lead Teacher and Assistant Teacher in all aspects of classroom management, act as the second person in a classroom during staff absences or to cover lunch breaks ensuring ratio requirements are maintained, or act as the kitchen aide ensuring that food preparation and meal service is carried out to Child and Adult Care Food Program (CACFP) and Alta Head Start program standards.

ESSENTIAL FUNCTIONS IN THE CLASSROOM:

1. Assists the teacher and assistant teacher with all aspects of classroom management for preschool age children.
2. Interact with children in a developmentally appropriate manner, either in a group setting or one-on-one.
3. Assist children with their needs, i.e. Using the bathroom, washing hands, brushing teeth, etc.
4. Provide coverage to maintain ratio in various classrooms, as assigned by Education Supervisors and/or Education Manager.
5. Helps teachers and assistant teachers maintain cleanliness and a safe learning environment.
6. Helps teachers in the preparation of classroom activities, i.e. cutting, copying, etc.
7. Helps teaching staff ensure all experiences for Head Start children are fun and educational.
8. All other classroom based or center based duties as assigned.

ESSENTIAL FUNCTIONS FOR KITCHEN AIDE:

1. Accepts the food from the food service provider, ensuring the delivery is accurate and food is received at the appropriate temperatures.
2. Maintain appropriate paperwork, ie. temperature logs, delivery receipts, attendance and meal counts, as assigned and in accordance w/appropriate standards and regulations.
3. Serve meals in classrooms in accordance with ODJFS and CACFP regulations.
4. Assist classroom staff with the supervision of meal service, ensuring the experience is educational.
5. Serve appropriate meal substitutes to children with allergies, ensuring proper procedures and guidelines are followed.
6. Execute all duties in accordance with health department regulations.
7. Wash dishes, ensure kitchen area/meal prep areas are clean and sanitary.
8. All other kitchen functions as assigned.

RESPONSIBILITIES/EXPECTATIONS:

- Support Alta principles and adhere to Mission Statement.
- Strong verbal and written communication skills.
- Must maintain a neat and professional appearance at all times.

Disclaimer: The above statements are intended to provide an understanding of the major duties and responsibilities to be performed by the employee in this role. This job description is not an all-inclusive list of job related tasks and the employee in this role may be expected to perform tasks other than those specifically stated in this description.

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- Must maintain confidentiality and discretion.
- Must be able to relate to individuals of all ethnic social-economic backgrounds.
- Ability to work independently in and within a group when necessary.
- Must maintain professional interaction with customers, vendors and all levels of the organization.
- Continuously seeking methods of improvement for efficient operations.

QUALIFICATIONS:

- Must be able to pass BCI/FBI background check in accordance with ODJFS Licensing regulations.
- Must be able to pass a medical exam in accordance with ODJFS licensing Regulations.
- Must be able to provide documentation of being free from communicable tuberculosis in accordance with Head Start Standards.
- Must be able to meet qualifications as required for Step up To Quality (SUTQ).

PROFESSIONALISM/ATTITUDE

- Maintain professionalism at all times through actions and behaviors.
- Display a friendly and positive attitude towards job duties, parents, children, staff members, and others (i.e. visitors, volunteers, community partners) and willingly perform job duties.
- Must display a positive mood and reflect enjoyment in the performance of job responsibilities and interactions with children, families, staff, volunteers, et al.
- Understand and appropriately respond to the needs of other staff, parents, children, visitors.
- Communicate effectively by using productive comments, pleasant expressions, and welcoming gestures.
- Must be a team player.

EDUCATION/EXPERIENCE:

Minimum of a High School Diploma or equivalent required

SUPERVISORY RESPONSIBILITIES:

NONE

WORK CONDITIONS:

Variable hours of work which may include overtime and weekends and occasional travel. May be asked to fill in at other centers or classrooms as needed for program operations.

By signing, I acknowledge that I have read and understand this job description.

Employee

DATE

HR Representative/Supervisor

DATE

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