

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.

JOB DESCRIPTION

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POSITION: Substitute 10-MONTH CLASSROOM AND NUTRITION AIDE (August-June)

DIVISION: Early Childhood Development

SUMMARY: The Private Industry Council of Westmoreland/Fayette, Inc. has provided workforce, education, and early childhood educational services to the communities we serve for over 40 years. The Nutrition Aide will assist in the delivery of meals, maintain sanitization, cleanliness and records. The ideal candidate will exhibit the ability to successfully direct pre-school age children in a classroom environment.

PURPOSE: Assists in the Nutrition and Education Components of the PIC Kidz Zone as needed.

QUALIFICATIONS:

Education: High School Diploma/GED. Willingness to obtain CDA certificate.

Experience: Experience with food service and supervising of pre-school age children desirable.

Skills, Abilities, and Knowledge:

- a. Problem solving ability where independent judgment may be required
- b. Ability to maintain confidentiality
- c. Good interpersonal skills including patience
- d. Effective oral and written communication skills

REPORTS TO: Director of Child and Family Services

SUPERVISES: None

JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur frequently

Physical Efforts: Moderate physical effort

Special Requirements: Current Act 33, Act 34, FBI/DPW and NSOR clearance documentation at hire.
Reliable transportation

Duties may include any or all of the following: This list is intended to be representative.

01. Coordinate the setup and implementation of the meal service
02. Encourage conversation at mealtime by eating with children and sharing the same menu
03. Encourage correct use of utensils and good table manners by positive modeling
04. Reinforce health and safety measures
 - Sanitize tables, cleaning food prep area, etc.
05. Responsible for setup and cleanup of snack and lunch
 - Prepare serving utensils, containers for return to food vendors
06. Responsible for completing weekly and/or monthly forms such as: Meal Comment Forms, Monthly Temperature Log, Tracking sanitizing/disinfecting and calibrating thermometer forms, Menu changes, etc.
07. Help staff prepare children for: departure and arrival or transitioning from indoor to outdoor/outdoor to indoor activities
08. Attend in-services, workshops, training and appropriate meetings as deemed necessary
09. Perform other reasonably related duties as assigned by immediate supervisor, classroom staff, or other management staff

CORPORATE EXPECTATIONS:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE: A**HOURLY WAGE:** \$15.00
(No Benefits)**HOURS PER WEEK:** 40
Hours to be determined
Possible non-traditional**EMPLOYMENT CLASSIFICATION:** Non-Exempt