

**PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.**  
**JOB DESCRIPTION**

**POSITION:** **PART-TIME CLASSROOM AND NUTRITION AIDE**

**DIVISION:** Early Childhood Development

**PURPOSE:** Assists in the Nutrition and Education Components of the Head Start of Beaver County Program as needed

**QUALIFICATIONS:**

Education: High School Diploma or willingness to obtain a GED within one year of employment.  
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:** Child Development and Education Supervisor

**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 Effort: Moderate physical effort.  
Special Requirements: Current Act 33, Act 34, FBI/DPW and NSOR clearance documentation at hire.  
Transportation available to work and temporary sites as needed.

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, etc.
05. Responsible for setup and clean up 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
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:** B

**HOURLY WAGE:** \$15.35  
(No Benefits)

**HOURS PER WEEK:** 25-29  
Hours to be determined  
Possible non-traditional

**EMPLOYMENT CLASSIFICATION:** Non-Exempt