

JOB DESCRIPTION

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Position: Substitute Classroom and Nutrition Aide

Division: Early Childhood Development

Employment Classification: Non-Exempt

Reports To: Director of Child and Family Services

Supervises: None

Summary/Purpose: The Private Industry Council of Westmoreland/Fayette, Inc., has provided workforce, education, and early childhood educational services to the communities we have served for over 40 years. The Substitute Classroom Nutrition Aide (CANAs) 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.

Qualifications & Requirements:

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

Experience: Experience with food service and supervision of preschool age children desirable.

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur frequently

Physical Demands: Moderate physical effort, lifting up to 30 lbs., standing, stooping, reaching or crouching positions.

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

Confidential Information Used: Various forms of personally identifiable information (PII), including but not limited to, participant geographical and identification data, health/mental health and developmental status, individual or family economic detail, environmental information, and personnel data.

Essential Job Duties: to be performed with or without reasonable accommodation

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

1. Coordinate the setup and implementation of the meal service
2. Encourage conversation at mealtime by eating with children and sharing the same menu
3. Encourage correct use of utensils and good table manners by positive modeling.
4. Reinforce health and safety measures, sanitize tables, clean food prep area, etc.
5. Responsible for setup and cleanup of snack and lunch, prep serving utensils, containers for return of food to vendors.
6. Responsible for completing weekly and/or monthly forms such as: Meal Comment Forms, Monthly Temperature Log, Document sanitizing/disinfecting and calibrating of thermometers, menu changes, etc.
7. Help staff prepare children for departure, arrival or transitioning from indoor to outdoor/outdoor to indoor activities.
8. Attend all professional development trainings, meetings and events as necessary.
9. Perform other duties and assist with special projects as assigned.

Corporate Expectations:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador who 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:

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HOURLY WAGE:

\$15.00

HOURS PER WEEK:

Varied
(No Benefits)