

REGION IX EDUCATION COOPERATIVE

EHS Kitchen/Food Aide, Floater & Teacher Assistant Job Description

Position Title: EHS Kitchen/Food Aide, Floater & Teacher Assistant
Program: Early Head Start
Reports to: EHS Manager
Duty Station: Ruidoso - EHS
Work Day: Minimum 7.5 hours daily
Contract Days: 215 for a full year
Classification: Nonexempt

ESSENTIAL FUNCTIONS

1. Represents REC IX and its programs and its member districts in a positive manner, interacting with the general public and colleagues.
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC IX programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC IX attendance policy is required. Attendance at mandatory REC IX or program meetings and professional development is required.
5. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of services. Promptness for mandatory REC IX or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Maintaining an atmosphere that protects the privacy and confidentiality of student and personnel records and information is required.

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9. Understanding and compliance with the RECIX employee policy manual, R9 Head Start/EHS Staff Handbook, R9 Head Start/EHS Policy Manual, and Time Clock system are required.
10. Keeping the facility clean on a daily and/or regular basis. Keeping the kitchen area and surfaces clean. Disposal of all trash as needed. Clean children's restrooms and play areas, and adult bathrooms as needed.
11. Responsible for breakfast, lunch, and snack transportation from the program's food vendor to the Early Head Start Classrooms on a daily basis. Assist in daily meal counts and food production records for CACFP purposes.
12. Must use commercial kitchen equipment according to standards set forth by the State Environmental Department to ensure the sanitation of dishware and utensils. Cleaning all dishes and putting away all serving ware. Providing a request for cleaning supplies and/or equipment.
13. Assisting in the classrooms as needed while following all policies and procedures set forth by Region IX and Head Start.
14. Assist the teacher in the guidance and facilitation of effective classroom management through: implementing daily lesson plans, individualization, planning and implementing activities, selecting and arranging equipment and materials in the classroom, and all other activities that support positive classroom management.
15. Assist the teacher in the implementation of established curricula in the classroom and outdoor environment.
16. Establish and maintain a safe, healthy learning environment; by assuring that classroom equipment, furniture, materials, and supplies are properly maintained and stored and daily health checks are conducted.
17. Support the social and emotional development of children through positive classroom climate in the implementation of Conscious Discipline and other methods.
18. Create a warm, nurturing, safe environment which supports the maximum learning potential for infants and toddlers.
19. Maintain a 4:1 ratio at all times. Adhere to all safety and supervision of infants and toddlers at all times, including rest time, diaper changing and potty training, and outdoor time.

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20. Ensures children are actively supervised at all times including in the classroom, during transitions, on the playground, in the cafeteria, and any other time during the school day. Conduct name to face checks accurately, counts the children in and out, and follows all other active supervision procedures. Understands the consequences when a child is left unattended and/or lost when being cared for in our program.
21. Willingness to change diapers and assist with toileting, potty training, and self-help skills.
22. Get down on the child's level when talking to, playing with, or otherwise interacting and engaging with the children both indoors and outdoors.
23. Assisting in daily, weekly, and monthly health checks as needed.
24. Participate in pre-service training and attend not less than 15 clock hours of professional development per year. Participate in staff meetings and R9 all staff meetings throughout the year as scheduled, and any other professional development pertinent to the job.
25. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Qualifications

High School diploma or equivalent. Two years successful work experience in a custodial, food, and/or transportation or related field. Requires ability to speak, contain physical ability, computer knowledge, write, and read. Knowledge of cleaning supplies and equipment. Knowledge of minor maintenance and tools. Must be able to pass a criminal history background check before hiring date, complete an initial health screening and TB test and every two years thereafter. Other qualifications determined necessary by the Head Start Director or Executive Director.

PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

Must be able to adhere to the following responsibility and posses the following traits:

- a. Excellent interpersonal skills
- b. Ability to build rapport with children and families
- c. Ability to work individually and in a team setting
- d. Time management skills and the ability to multi-task project
- e. Commitment to appropriate service provision for children and their families that are delivered in a culturally sensitive manner
- f. Must demonstrate developmentally appropriate behavior management strategies.
- g. Exercise initiative and judgment in performing job
- h. Will demonstrate the following characteristics when interacting with co-workers, children, families, and members of the community: respectful, nurturing, caring, patience, culturally sensitive, creative, team player, and possess a positive, non-threatening attitude.
- i. Ability to understand oral and written instructions
- j. Writing ability used for communication and service records.
- k. Verbal communications to describe, explain, detail, and give instructions

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- l. Must demonstrate the ability to work under minimal supervision.
- m. Motor coordination required coordinating eyes, hands, fingers, and feet when cleaning.
- n. Visual ability to discriminate between clean and unclean, broken and unbroken, repaired and not repaired.
- o. Sense of smell to detect and discern odors.

I. SITTING TASKS

- A. Sitting is a frequent requirement 34 - 66% of the time

II. WALKING TASKS

- A. Walking is an occasional but essential requirement up to 33% of the time

III. STANDING TASKS

- A. Standing is an occasional but essential requirement up to 33% of the time

IV. SPRINTING/RUNNING

- A. Sprinting/running is an occasional requirement
Example: in case of emergency

V. FLEXIBILITY

- A. Bending or twisting at the neck is an occasional requirement up to 33% of the time
- B. Bending or twisting at the trunk is an occasional requirement up to 33% of the time
- C. Squatting/stooping/kneeling is an occasional but essential requirement up to 33% of the time
- D. Reaching above the head is an occasional but essential requirement up to 33% of the time
- E. Reaching forward is an occasional but essential requirement up to 33% of the time
- F. Repeating the same hand, arm, or finger motion many times is an occasional requirement up to 33% of the time

VI. USE OF ARMS AND HANDS

- A. Manual dexterity is a frequent requirement 34 - 66% of the time
- B. Finger dexterity is a frequent requirement 34 - 66% of the time

VII. LIFTING 10 - 25 POUNDS

- A. Lifting 10 - 25 pounds is an occasional but essential requirement
- B. Lifting above the shoulders is a rare requirement
- C. Lifting above the waist is an occasional but essential requirement
- D. Lifting above the knees is a frequent requirement

VIII. LIFTING 26 - 50 POUNDS

- A. Lifting 26 - 50 pounds is an occasional requirement up to 33% of the

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- time
- B. Lifting items above the shoulders is a rare requirement
- C. Lifting items above the waist is an occasional but essential requirement
- D. Lifting items above the knees is a frequent requirement

IX. LIFTING 50 - 75 POUNDS

- A. Lifting over 50 pounds is not a requirement

X. PUSHING AND PULLING

- A. Pushing and pulling 75 pounds and over is not a requirement
- B. Pushing and pulling 50 - 75 pounds is an occasional requirement
- C. Pushing and pulling 25 - 50 pounds is an occasional requirement

XI. USE OF PROTECTIVE EQUIPMENT

- A. Booties, gloves, and other protective equipment may be required as necessary

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for Head Start kitchen/food aide and custodian.

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name_____ Date_____

Employee Signature_____

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