

Center Aide Job Description - August 2008

The Valley Interfaith Child Care Centers (VICCC) provides low-cost, high-quality, comprehensive childcare services to qualified children and families. The center is focused on the care and educational needs of preschool children ages infant through five. The center offers year round day care Monday – Friday, 6 a.m. – 6 p.m.

Position Description

Supervision of Kitchen, Food, Laundry

- Is responsible for preparing meals and snacks.
- Uses USDA guidelines to plan, shop and prepare meals for center.
- Ensures that all food preparation and serving surfaces, materials and handling procedures meet Health Department, USDA, and VICCC regulations.
- Oversees the washing, drying, folding and distributing to classrooms and kitchen.
- Loves children, gets along with staff, welcomes visitors as needed.
- Steps into the classroom when needed for ratio.

Reporting Process

- Is directly responsible to the Site Director.
- Completes administrative/program tasks as directed in a timely manner.

Qualifications:

Required

- At least 3 months programmatic experience in the group care of children.
- Understanding of Health and Safety issues as they relate to the classroom and the childcare environment.
- Ability to communicate effectively in person, in writing and electronically.
- Ability to cook, perform light housekeeping, change soiled clothes, change diapers.
- Ability to handle several tasks at one time with confidence and patience.

Special Conditions of Employment:

- Must have Criminal Background check.
- Current TB test and Health Screening Report required.
- Must be ServSafe or equivalently certified.
- CPR/First Aid certification preferred.

Job Goal: To provide and manage nutritious meals, clean and safe handling of food and materials, waste management and clean laundry for the center.

Performance Responsibilities

KITCHEN

- Is on time for shift – at least 5 minutes early to settle in and be ready to begin on time.
- Checks menu for day's meals and tasks and prioritizes a work plan.
- Make written changes on menu, if needed.
- Label all open food with date.
- Cover all food with plastic wrap.
- Use gloves during food preparation.
- Keep daily temperature logs of refrigerator and freezer.
- Prepares breakfast to be served by 8:30AM
- Prepares lunch to be served by 11:30AM
- Prepares snack to be served by 3:00PM
- Sits with a different classroom on a rotating basis eating with staff and children.
- Takes food and serving materials to kitchen.
- Washes and sanitizes all dishes and counter tops.

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Wipe out microwave.
Clean up coffee station.
Puts away dishes.
Sanitizes door knobs, sinks and refrigerator handles.
Sweep and mop kitchen floor.
Take trash out.
Other duties as required.

MONDAY

- Plan shopping list after breakfast cleanup.
- Grocery shopping (with attention to prices and quantities) after lunch cleanup.
- Put all grocery items away in cabinets.

TUESDAY

- Gather laundry from baskets in all the rooms.
- Advance laundry (put one load in washer, then dryer, then fold, then distribute) throughout the day until it is all washed and returned to classrooms or kitchen.

WEDNESDAY

- Clean out refrigerators.

THURSDAY

- Wash all crib and cot sheets, working so that the children have clean dry sheets for naptime.
- Scrub toilets, sinks, floor and mirrors in adult women's room. Check men's room.

FRIDAY

- Wash all blankets.
- Check expiration dates on food.

* REGULARLY RESPONSIBLE FOR TAKING EVERYTHING OUT OF CABINETS, WIPING OUT CABINET AND REPLACING CONTENTS.

Approved September 2008

Board Approved June 2008