



mary crane CENTER

Internal Job Announcement

Full Time - Food Aide Morse Site

Position Summary:

The Food Aide provides support for the Early Childhood and Head Start programs by coordinating the food programs for the agency.

Responsibilities:

- Prepare and deliver food to classrooms by performing some duties.
- Prepare and serve creditable breakfast and snacks according to Child care Food and licensing guidelines.
- Call caterer if there is any problem with the food delivery (i.e. food is short, not delivered on time or spoiled).
- Keeping a log of food temperatures.
- Inform Site Director of problems with deliveries, and/or kitchen supplies.
- Maintain food service area and appliances clean and floors mopped daily.
- Collect and wash dishes from classrooms.
- Increase knowledge and skills by attending 15 hours of workshops and trainings annually.
- Order and prepare food for all field trips and special events.
- Responsible for making sure all appliances are in good working condition to avoid potentially hazardous situations.
- Defrost freezers and clean and disinfect refrigerators, coolers and freezers.
- Clean and disinfect tables, chairs, stoves, ovens, counters, hoods, mixers, blenders, and other kitchen equipment.
- Operate dishwashers to clean dishes, utensils, glasses, cups, and other items.
- Receive, unloads, and stocks food item as needed.
- Other duties as assigned.

Mandatory Job Qualifications:

- **Food, Sanitation certificate (Must have)
- High School Diploma or GED Equivalent

Salary: Competitive

How to Apply: Please forward resume to Ms. Beth Rivera at brivera@marycrane.org or fax to 773-242-2881.

AN EQUAL OPPORTUNITY EMPLOYER