



Food Aide-Maintenance-Full Time Molade Site

Position Summary:

Ensures general maintenance of equipment, facility and grounds in accordance with safety and sanitation requirements. Monitors and transports stock and supplies under immediate supervision of the Site Director. / The Food Aide provides support for the Early Childhood and Head Start programs by coordinating the food programs for the agency.

Responsibilities:

- Maintains a clean and sanitary environment of facility.
- Displays positive and supportive attitude with parents, children, and other adults with whom the contract is made.
- Communicates with outside contractors to ensure maintenance of facilities.
- Based on the employee's schedule, secures all premises before or after program hours.
- Works overtime as required.
- Considerable knowledge of the methods, materials, tools and equipment utilized.
- Responsible for seasonal and occasional tasks as designated such as washing cots, windows, grills, snow removal, and other assigned tasks.
- Ability to maintain confidentiality.
- Effective oral and written communication skills.
- Demonstrated capability to interface and maintain effective relationships with staff, consultants, and regulatory/funding representatives in a team-oriented environment.
- Capacity to assume responsibility for own professional development.
- Detail oriented, logical, and methodological approach to problem solving.
- Flexible, with the ability to work in a highly demanding, stressful environment.
- Ability to cooperate successfully as a member of a team.
- Ability to communicate effectively with others, including giving and receiving feedback on the quality of services.
- Prepare and deliver food to all classrooms in a timely manner; including breakfast, lunch, and snack.
- Take food temperature upon serving, divide food into appropriate portions, and prepare all food in accordance with the Child Care Food and Licensing Guidelines.
- Prepare food substitutions when applicable and document substitutions on menu.
- Prepare and order food for field trips, and special events.

Mandatory Job Qualifications:

High School Diploma or General Education Degree (GED).

AND

1 year related experience and/or training.

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