Inter-Tribal Council of Nevada
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www.itcn.org

JOB ANNOUNCEMENT

POSITION: **FOOD SERVICE WORKER**

DEPARTMENT: Head Start

LOCATION: Walker River, NV

SHIFT: 7:30 a.m. – 4:00 p.m

STATUS: $8.36 / Hour: (Part-Time)

OPEN: 1/27/17 **CLOSES:** 2/10/17

JOB SUMMARY: Incumbent serves as an integral part of the program in performing Food Service and custodial duties required to serve and clean up meals for Head Start children. Under the supervision and evaluation of the Lead Teacher/Head Start Manager. General duties preformed independently, special assignments or work inspection will be given.

DUTIES AND RESPONSIBILITIES including but not limited to:

- Obtain a food handlers card to ensure understanding of storage and sanitation of materials and equipment;
- Interact with children throughout the day to facilitate learning;
- Pick up prepared Breakfast and Lunch meals from school kitchen;
- Clean and sanitize food service tables daily; before and after each meal;
- Set meal tables involving children-utilizing individual placemats and child size dishes,
- Assure that children are served Family style meals in a pleasant environment and conversation suitable for preschoolers;
- Participate in meal time interacting and encouraging children's learning;
- Conduct daily meals counts; Submit no later than the 5th of the following month;
- Assist in conducting weekly nutrition activities; (Under the direction and guidance of Lead Teacher);
- Clean and sanitize dishes after each meal;
- Replenishes paper towels, tissues, and hand soap on a daily basis;
- Empty and dispose of trash containing food after each meal;
- Vacuums, sweeps, and mops food service floors daily and after each meal (as needed);
- Participates in classroom field trips planning;
- Participates in the Lesson Planning sessions with teaching team;
- Attends scheduled training out of local site area;
- Performs other duties as required to maintain the Head Start Performance Standards and Regulations.

QUALIFICATIONS: Must possess a valid Driver's License and reliable vehicle with the required state insurance coverage. Must have a High School Diploma or GED. Ability to work a calculator and solve a variety of math problems. (addition, subtraction, fractions etc.) Available to travel throughout the state and occasionally out of state training/technical assistance. One year experience involving food preparation for groups of individuals and/or successful completion of a vocational training course in food preparation.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Work effectively in a guiding capacity and as part of a team in support of the Head Start Philosophy of shared authority and decision making at the center level and at the administration level. Read and interpret documents such as Head Start Performance Standards, Policies and Procedures, Personnel Policies, Safety rules, government guideline and operating and maintenance instructions. React with sensitivity to the emotional needs of children. To exercise good judgment, courtesy, and tactfulness in dealing with staff, parents, children, and community. Responds positively and constructively to common inquiries or complaints from parents, community and/or family members.

Work Environment:
Work is primarily performed in a standard office setting that is well lit, temperature controlled with low to moderate noise levels. Work is also performed in a variety of early childhood education centers with moderate to loud noise levels, in well lit and temperature controlled environments. May require some exposure to anti-bacterial hand sanitizers and standard household cleaning products as well as uneven terrain when carrying supplies to and from Head Start centers.

Physical Demands:
The physical demands described herein are represented of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions The employee is regularly required to stand, reach with hands and arms, and talk or hear. The employee is frequently required to walk, sit, and use hands to handle or feel. The employee is regularly required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 45 pounds. The employee must have specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

Supervisory: None

Note: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required.

PREFERENCE: *Preference in filling vacancies is given to qualified Native American candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 & 473). However, Inter-Tribal Council of Nevada is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions in Section 703 of Title VII of the Civil Rights Act of 1964, amended in 1991.*

HOW TO APPLY: *Applications are available on our website.*
Submit your completed application, resume, copies of degree/diploma, etc to the Personnel Office by the closing date listed above. Applications may also be submitted by fax to 775-284-3407, or emailed to personnel@itcn.org.

The Inter-Tribal Council of Nevada, Inc. promotes and maintains a drug free workplace. All individuals accepting employment with ITCN may be subject to a pre-employment drug screen and criminal background check.

ITCN offers a comprehensive benefits package to eligible full-time employees including: employer paid medical, dental, vision & life insurance, paid vacation & sick leave, 12 paid holidays per year, and opportunities for training and career advancement.

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