

Parks' Place Day Care & Learning Center



## Food Service Specialist

As of: July 1, 2006

Status: Non Exempt-Hourly

Reports To: Center Director

### PRIMARY FUNCTION:

To assist in the implementation of the center's school meal program. Responsible for planning and preparation of meals and snacks according to state nutritional guidelines.

### ESSENTIAL FUNCTIONS:

Performing duties for food preparation as required Center Director.

Maintaining sanitation standards for food service area.

Maintaining positive work habits.

Has an interest in merchandising food and increase participation in school food service.

Has an interest in children.

Maintains a neat and appropriate appearance.

Projects good health habits.

Holds a valid food handler's card.

Performing duties efficiently and productively.

Maintaining and/or upgrading skills.

Maintaining personal qualities appropriate for assigned job.

### WORKING ENVIRONMENT:

The physical demands described here are representative 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. This position may require lifting up to 20lbs. While performing the duties of this position, the employee is subject to a typical in door office environment and is rarely exposed to outside weather conditions.

**TRAINING TO BE PROVIDED:**

The center will encourage attendance at seminars and other training opportunities as needed.

**PRE-EMPLOYMENT REQUIREMENTS:**

The successful employee will have the ability to manage multiple tasks in a fast paced early childhood environment with a high level of professionalism. An assistant director should demonstrate high personal integrity and demonstrate ethical and professional conduct.

**PREFERRED EQUIPMENT EXPERIENCE:**

Computer skills (MS Office, Outlook)

**APTITUDES PREFERRED:**

Excellent grammar, verbal, and writing skills. High energy level, comfortable performing multifaceted projects in conjunction with day-to-day activities. Excellent interpersonal abilities; ability to get along with diverse personalities; tactful, mature, and flexible. Good reasoning abilities and sound judgment. Resourceful, well organized, highly dependable, efficient and detailed oriented. Ability to establish credibility and be decisive, but be able to recognize and support the organization's preferences and priorities. Service oriented, but assertive.

**ACKNOWLEDGEMENT**

I have read the above and understand my job responsibilities. I also understand that nothing in this job description restricts my supervisor's right to assign or reassign duties and/or responsibilities to this job at anytime.

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Employee Signature

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Date