

**ORGANIZED COMMUNITY ACTION PROGRAM, INC.
HEAD START & EARLY HEAD START**

Food Service Specialist

Supervisor: Family Service Specialist I

Status: Non-Exempt

Terms of Employment: Regular Full-Time

Summary:

The Food Service Specialist will perform duties that will include the handling of delivered food, temperature control, and maintain the cleaning of the building facilities.

Duties and Responsibilities:

(Food Handler)

- Accept food when delivered and check food for quantity / quality while driver is present.
- Record and maintain proper temperature of food (Hot food a minimum of 140 degrees) (Cold food a maximum of 45 degrees).
- Measure accurately and have sufficient to handle food and equipment effective and safely.
- Must be able to bend and stoop frequently during the day.
- Must be able to lift a minimum of 50 pounds with minimal effort following required safety guidelines.
- Wash out pans and temperature boxes for pick up on a daily basis.
- Must be able to follow the food handler guidelines for food service industry.
- Keep kitchen and all equipment (I.e. stove, refrigerator, cabinets, countertops, and cafeteria) clean.
- Clean around the commode crown, with brush, on daily basis.
- Disinfect light switches daily.

(Janitor)

- Sweep, dust, wet mopping, and vacuum where appropriate to all floors in kitchen and lunchroom.
- Removal of trash in kitchen and lunchroom.
- Dust and clean restroom surfaces.
- Wipe down wall surfaces.
- Clean around window frames and windows on a daily basis.
- Report all maintenance issues to the Family Service Specialist I.
- Requisition to the Family Service Specialist I for all cleaning supplies.

- Sweep, mop, and vacuum hallways, stairs, bathrooms, and office spaces.
- Clean bathroom mirrors on daily basis.

Supervisory:

Will work under the direct supervisory of the Family Service Specialist I.

Qualifications:

1. Current physical examination and TB screen documentation upon hire.
2. Adequate means of transportation.
3. Food handling experience preferred.
4. Cleaning experience preferred.
5. ServSafe certification.

Physical Demands:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to walk and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and climb or balance.

The employee must regularly lift and/or move up to 10 lbs., frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Non-Discrimination Policy:

It is the Policy of this Agency to be customer and service oriented and to require employees to treat customers in a courteous and respectful manner at all times.

Employees must understand that our customers come first and they are the primary source of the organization's income. All employees have an obligation to represent the Agency in a positive way and to make customers feel as comfortable as possible in dealing with the

organization.

We provide equal opportunity in all aspects for services rendered to our customers. All employees will not discriminate against any customer because of their race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, age (40 and over), citizenship, physical or mental disability, military obligations, gender identity, genetic information or any other basis of discrimination prohibited by law.

Violations of this policy will not be permitted and will result in disciplinary action up to and including termination.

The Agency has appointed its Human Resource Manager as its EEO Officer to oversee compliance with this policy.

I have read and understand the responsibilities and requirements of my job description. By signing my job description, my signature verifies that I accept and agree with my responsibilities and requirements.

Signature

Date

Print Name

REVISED SEPTEMBER 2020