Food Service Aide
Educare of Washington, DC
Exemption Status: Part Time, Non-exempt
Hourly Range: $12.00-$14.00 per hour

POSITION SUMMARY

The Educare Food Service Aide shares a commitment to the success of the school and set high standards for food service and overall student nutrition. The Food Service Aide is responsible for ensuring the school food service is operated so as to comply with state and local regulations regarding the commercial preparation and distribution of food. To provide excellent maintenance of required documentation and vendor files while complying with all federal, state and local guidelines and procedures.

This is a part-time position supporting the evening supper meal program. The work hours will be 2:30pm- 6:30pm – Monday-Friday.

REPORTING RELATIONSHIPS

The Educare Food Service Aides reports to the Educare Administrative Manager.

MAJOR RESPONSIBILITIES AND KEY TASKS

- Comply with federal, state and local regulations regarding the commercial preparation and distribution of food.
- Assist in the preparation of student meals (breakfast, lunch, and snack)
- Assist in inspecting kitchen equipment and utensils for cleanliness and functional operation
- Maintain cleanliness and proper sanitation in kitchen area including: washing dishes and all utensils used in food preparation and service; daily cleaning of counter tops, oven, stove, warmers and other kitchen surfaces; cleaning refrigerators, freezers, storage shelves, and food carts
- Maintain good Parent relations and communication through a positive manner and professional image
- Assist with the posting of menus and essential documentation regarding Food Service
- Responsible for food ordering with the approval of the Administrative Manager
- Maintain an accurate inventory for supplies, equipment and food.
- Report supply needs and equipment loss or damage to the Administrative Manager.
- Responsible for maintaining all food service documents (e.g. Point of Service forms, Meal Monthly Attendance, Food delivery tickets)

Administration

- Update resources, announcements and nutritional newsletters
- Produce/design notices for families or other communication as directed by the Administrative Manager.
- Draft letters, memorandums, reports for Team members
Other
- Performs other duties as assigned within the scope of the job description

EDUCATIONAL AND WORK EXPERIENCE REQUIREMENTS
- High school Diploma or GED required, Associates Degree desired
- Food Protection Certificate
- Served two or more years in a school food service capacity with increasing responsibility.
- Experience in an early childhood or school environment preferred.

REQUIRED SKILLS/ABILITIES
- Proficient with computer applications - understanding of Microsoft Outlook, word processing (Microsoft Word), and ability to learn and master other computer technology /software programs as needed. Good command of Internet usage and experience using general business office equipment.
- Excellent verbal (including professional telephone skills) and written English communication.
- Must have excellent communication, writing (includes grammar and punctuation), and interpersonal skills
- Reliable and able to exercise discretion in handling confidential information and materials.
- Ability to prioritize multiple tasks and exercise independent judgment in repeated and routine responsibilities and accomplish assignments in a timely manner.
- Organized with attention to details.
- Ability to work in a team environment and communicate appropriately with a diverse staff and external constituents.
- Ability to perform effectively under pressure
- Ability to provide support when requested
- Ability to work flexible hours

ESSENTIAL JOB FUNCTIONS
- Must be able to manually operate a computer and all office equipment including but not limited to multiple phone lines, fax, and copiers
- Must be able to bend to access files and materials at floor level and use a stool to reach materials on high shelving.
- Must be able to move around the kitchen and use food service equipment.
- Finger dexterity sufficient for typing, filing, handling documents, and other Food Service equipment
- Must be able to clearly hear and understand telephone conversations
- Must be able to speak, read, and write in fluent English
- Must be able to lift 50 pounds at a time and have sufficient upper body strength to push a wheeled cart with hospitality items (food, beverages and other food service materials)

This position is NOT in the collective bargaining unit.
Submit your resume to via e-mail to jobs@educaredc.org or by mail to:
Educare Washington, DC
640 Anacostia Avenue, NE
Washington DC 20019

Educare DC is an equal opportunity employer.