



Amador-Tuolumne Community Action Agency

A-TCAA EARLY CHILDHOOD SERVICES

Center Assistant

Job Description

Definition: As a part of the ATCAA team, the Early Childhood Services Center Assistant plays an essential role in ATCAA as a whole. The main duties of this position are to shop and prepare food for children's breakfast, snack and lunch and to maintain and clean the classroom on a daily basis. The person in this position will work as a part of the teaching and family service team to create a successful program serving families and children in ATCAA Early/Head Start/State Preschool centers.

Supervisor: Lead Center Teacher

Job Duties and Responsibilities Related to This Position:

- Assure all required food components are served;
- Prepare, cook and serve meals according to Early/Head Start and CACFP guidelines;
- Maintain kitchen inventory. Shop and order required items;
- Assure that meals are served at appropriate food and safe holding temperatures and under sanitary and safe conditions;
- Wash dishes and all food utensils;
- Clean eating area, classroom and kitchen daily;
- Clean kitchen appliances at least once a week;
- Keep accurate records including all kitchen files and forms;
- Follow all applicable health, safety and sanitation regulations and practices;
- Maintain a clean and organized classroom: including daily floor cleaning, sanitizing toys and other duties per Head Start and State Preschool standards;
- Attend staff, in service, parent meetings and training as directed;
- Help in classroom occasionally.

General Duties and Responsibilities:

As a part of the ATCAA team, all employees play an essential role in ATCAA as a whole, and are expected to:

- Demonstrate and encourage a professional and positive attitude in all job related activities;
- Maintain confidentiality in accordance with standards as outlined in the "Statement of Confidentiality and Ethics";
- Accomplish all work activities in a safe and timely manner within assigned guidelines and consistent with ATCAA's Personnel Policies and Operating Procedures;
- Report and/or correct deficiencies that constitute immediate threats to health and safety;
- Complete other tasks as assigned by the supervisor that are consistent with the definition and intent of the job description.

Minimum Qualifications:

- Possess a continuously valid California driver's license with an acceptable driving record;
- Pass a full background check/health screening including: fingerprint clearance and TB Test prior to hire;
- Possess a GED or High School Diploma;



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- Ability to operate a commercial dishwasher;
- Experience and knowledge of nutrition and food preparation;
- Ability to lift 40 pounds;
- Positive, professional attitude and behavior;
- Good personal hygiene/neat appearance.

Desired Qualifications:

- Previous experience in a Head Start preschool or infant toddler setting;
- The ability to speak and understand Spanish;
- Computer experience.

Physical Requirements:

Frequent (3 – 6 hours) walking, standing, bending of the neck/waist, twisting of the neck/waist, reaching below shoulder level, simple grasping and fine manipulation of both hands.

Occasional (up to 3 hours) sitting, squatting, and kneeling. Occasional, repetitive, use of both hands is also required in this position: power grasping, pushing/pulling, and reaching above shoulder level.

The position requires working inside and outside in a playground environment, as weather permits, with exposure to extremes in temperature, humidity or wetness, and may also require walking on a variety of grades and surfaces (uneven ground). This position also requires driving a car, working around equipment and machinery, and travel to various locations for agency meetings and events.

Employees in this position may be exposed to bio-hazards such as blood borne pathogens and waste matter (changing diapers, etc), as well as exposure to dust, gas, fumes, or chemicals.

Lifting and Carrying Requirements: Occasionally (up to 3 hours) lifting/carrying up to 50 lbs.
Frequently (3 – 6 hours) lifting/carrying up to 10 lbs.

ATCAA Salary Range: 618

I have read this job description. I meet the minimum qualifications listed. I understand and agree to comply with the duties, responsibilities, salary, hours required and all other related responsibilities.

Employee Signature

Date