



# POSITION ANNOUNCEMENT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient

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<p><b>POSITION:</b> Head Start Kitchen Assistant &amp; Cleaner</p> <p><b>LOCATION:</b> Medina Head Start 123 Ensign Ave., Medina, NY</p> <p><b>HOURS:</b> 30 hours/week, 42 weeks/year* 10:30 AM-5:00 PM, Mon - Fri \$15/Hour</p> <p><i>* school holidays, winter, spring &amp; summer breaks off</i></p>	<p><b>QUESTIONS OR RESUME TO:</b></p> <p><i>Human Resources Administrator 409 East State Street Albion, NY 14411 <a href="mailto:hr@caoginc.org">hr@caoginc.org</a> (585)589-5605</i></p> <p><b>RESPOND BY: December 1, 2023</b> <i>(If not filled, posting to remain open.)</i></p> <p><i>Note: Internal Candidates may respond with a letter of interest and resume.</i></p>
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## MAJOR RESPONSIBILITIES

- Wash dishes, pots and pans, cleans and sanitizes kitchen
- Assists in preparation and delivery of meals for children
- Covers for Cook in his/her absence
- Follows Federal, State, and local sanitation policies and procedures
- Maintains inventory of food, paper, and cleaning supplies and assists with required documentation
- Helps ensure the well-being of the children and staff, by maintaining the site in a clean, safe, sanitized and presentable manner daily including thorough classroom cleaning after each session per checklist, disposing of garbage, cleaning bathrooms.
- Responsible for inventory of supplies at site and assuring they are available
- Assure outdoor areas of entire building are neat, clean and hazard free through lawn mowing and snow removal other than parking lot
- Keep outdoor area (playground, parking lot, entry) free of hazards and waste, including dumpster spillage, daily

## REQUIRED MINIMUM QUALIFICATIONS

- Able to understand and follow through tasks assigned, maintain confidentiality, and follow child supervision policies
- Valid NYS Driver's license and vehicle with acceptable record; proof of minimum insurance according to agency policies
- Able to pass NYS physical for daycare licensing
- Clearance through NYS Central Registry for Child Abuse, NYS Justice System for the Protection of People with Special Needs, and Department of Justice fingerprinting.
- Ability to lift, up to 50 pounds, bending, and kneeling required

## EDUCATION

- High School diploma or GED

## DESIRED QUALIFICATIONS

- Previous experience working in setting with young children
- Experience in large quantity cooking
- Previous experience and general knowledge of janitorial work