

JOB DESCRIPTION

JOB TITLE: Floater- Meal Service Program Associate
DIVISION: Operations
DEPARTMENT: Nutrition Services
DIRECT SUPERVISOR: Senior Manager, Meal Services

LOCATION: Durham/Wake/Chapel Hill
SERVICE AREA: Durham/Wake/Chapel Hill
CLASSIFICATION: Non-Exempt
HOURS PER WEEK: 20

SUMMARY:

Provide relief staffing and assist in the preparation and packaging of food, kitchen cleaning/maintenance, and delivery if necessary in all CCSA kitchen locations with the ability to supervise kitchen production and staff in the absence of the Kitchen Supervisor with appropriate training. The split in responsibilities are expected to be as follows: supervisor 40%, and assistant 60%.

DUTIES AND RESPONSIBILITIES:

- Report for shifts in any of the CCSA kitchens each week as scheduled. Be flexible and available to adjust schedule and location as necessary. (i.e. staff illness)
- Prepare foods by following a recipe and perform basic math computations to scale the recipe and portion. Prepare special diet substitutions if needed and distribute necessary paperwork and delivery receipts.
- Portion out prepared food and pack for delivery
- Deliver food items, if necessary
- Answer the phone and speak to customers (child care providers); assist customers picking up food.
- Put stock away, and help with shopping if necessary
- Clean the kitchen area (wash pots and pans and other kitchen equipment, operate a dishwasher, clean work tables, shelves, sinks and refrigerators, clean and sanitize delivery equipment, remove trash and recycling, sweep and mop the floor)
- Maintain Health Department Standards during food preparation, storage and kitchen maintenance
- Perform other duties as assigned by agency leadership
- Treat information on CCSA clients, staff or Board members in a confidential manner.

SPECIAL SKILLS:

- Ability to maintain regular working hours in all CCSA kitchens, be prompt and dependable
- Effective oral and written communication skills with internal and external clients
- Ability to follow directions, but initiate a task when it is clear that the next step should be taken
- Ability to stand for 4-8 hours at a time, and the ability to lift 50 pounds occasionally, 20 to 40 pounds several times a day, and use hands to operate equipment, utensils and other implements.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Two years of technical school or college with a concentration in food service preferred Six years food service experience; prefer some food service management experience
- Current TB test (renewed annually)
- ServSafe certified within three months of employment

SPECIAL WORKING REQUIREMENTS:

- An automobile at his/her disposal; a valid non-suspended NC driver's license and a current automobile liability policy with continuous coverage. Reasonable accommodations may be made at agency's discretion.
- Practice of good health and hygiene habits
- No substantiation or criminal conviction of child abuse or neglect.
- Travel between site kitchen sites

SALARY: \$12.80 to \$13.20 Hiring Range

PLEASE SUBMIT YOUR RESUME TO: HR@childcareservices.org

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