



Community Action Agency

CINCINNATI | HAMILTON COUNTY

Phone: (513) 569-1840 * **Fax:** (513) 569-4354 * **Website:** www.cincy-caa.org

JOB DESCRIPTION

Position Title:	Nutrition Aide	FLSA Status:	Non-Exempt
Division:	Head Start	Pay Grade:	3
Work Hours:	80 bi-weekly, varies by site operation hours	Revision Date:	June 2016

Work Location:

Cincinnati-Hamilton County Community Action Agency * 1740 Langdon Farm Road * Cincinnati, Ohio 45237

POSITION SUMMARY

Assist in the operations of the employee cafeteria; ensuring customers have a pleasurable dining experience. Implements and assists with special nutrition projects for Head Start children and families in compliance with Head Start Performance Standards, federal, state, and local laws and regulations, and CAA policies.

ESSENTIAL JOB FUNCTIONS:

Under General Supervision:

1. Greets and serves customers in a pleasant and professional manner.
2. Communicates daily/weekly menus to staff and post information in cafeteria.
3. Assists Cook in preparing breakfast and snack meals from pre-planned menus.
4. Assists with the communication of planned meals to parents, teachers, and public by distributing menus.
5. Assists Cook in maintaining inventory of food and supplies.
6. Assists Cook in maintaining the kitchen according to all state, local and federal licensing requirements.
7. Assists Cook in working with the Teachers, children and parents in Nutrition Education experiences in accordance with Head Start compliance guidelines.
8. Sets up the serving counter, including accurate labeling of food items.
9. Prepares for daily cash transactions and ensure accurate cash register operations.
10. Assists in the routine set-up and clean-up of services and dining areas.
11. Works in collaboration with cook and kitchen management to ensure a high quality of service is provided. Notifies cook of food and drink shortages.
12. Communicates any customer concerns, complaints and/or ideas to management.

The above statements are intended to describe the general nature and level of the work being performed by staff assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Additionally, C-HCCAA management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

QUALIFICATIONS AND REQUIREMENTS

The incumbent must have:

1. A High School diploma or GED.
2. One (1) year of customer service experience.
3. One (1) year of food preparation and/or catering experience.
4. Demonstrated ability and interest in working with children.
5. Experience working with diverse populations, including low to moderate-income families.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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twitter

[HTTP://twitter.com/#!/cincycaa](https://twitter.com/#!/cincycaa)

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

WORK ENVIRONMENT:

Typical office environment, with minimal exposure to excessive noise or adverse environmental issues.

PHYSICAL DEMANDS:

- a. Use hands to manipulate, handle, feel, and control items or equipment;
- b. Talk and hear;
- c. See and be able to read, write, and interpret written documents;
- d. Lift and move objects weighing up to 40 pounds.

ORGANIZATIONAL STRUCTURE:

Reports to: Food Service Coordinator

Manages: None

Cincinnati-Hamilton County Community Action Agency is an Equal Opportunity Employer. The Functions, Qualifications, Requirements and Physical Demands listed in this job description represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The listed Job Functions do not necessarily include all activities that the incumbent may perform.

*Your employment with the Cincinnati-Hamilton County Community Action Agency is entered into voluntarily or "at-will," meaning that both you and the employer may end the employment relationship with or without reason, cause or notice. You are free to terminate your employment at any time, with or without cause. Similarly, C-HCCAA has the right to terminate the employee's employment, or otherwise alter an employee's position, duties, title or compensation at any time, with or without cause or notice. Therefore, the only employment relationship that exists is one terminable **at will** by either the employee or C-HCCAA.*

