



EMPLOYMENT OPPORTUNITY

DATE OF POSTING: January 2010
POSITION TITLE: Program Aide*
PROGRAM: Head Start
WORK SCHEDULE: PD / PY months
POSITION REPORTS TO: Center Supervisor

QUALIFICATIONS/REQUIREMENTS:

High School diploma or GED; 3 years office experience; type 50 wpm; basic computer and word processing (Word for Windows) skills, competent in all aspects of office operations, good communication skills. Ability to work with minimal supervision. Agreeable to obtaining Food Service Sanitization Certificate.

TYPICAL DUTIES/RESPONSIBILITIES:

Provide clerical support for all staff at center; including phones, mail, maintain office equipment, files and supplies. Maintain children's files (addresses and other information). Process weekly attendance sheets and follow-up on absences.

* Also serve as Food Service Worker.

Guarantees acceptance of vended food. Orders all food, paper products, and other kitchen items. Serves and delivers a.m. and p.m. lunch to classroom daily.
Cleans table tops after serving each meal. Empties, washes, and stacks food service pans.
Cleans microwave daily. Cleans refrigerator weekly. Cleans outside of food warmer daily and inside of unit weekly. Assists teachers in planning and securing food for cooking activities. Participates in field trips.

FOR MORE INFORMATION, CONTACT: Human Resources at 618-463-8701