

**Worcester Community Action Council, Inc.**  
**484 Main Street, 2<sup>nd</sup> Floor**  
**Worcester MA 01608**  
**(508) 754-1176**

**Kitchen Aide – Part-time, School Year, 25 Hours**  
**Southbridge Head Start Site**

The Kitchen Aide is responsible for kitchen related duties including food handling, food delivery, clean-up, stocking various classroom supplies and the sanitization of classroom items. Requirements include:

- High School Diploma or HiSET equivalent.
- Physical ability to lift up to 50 lbs. and perform all the duties of the job.
- Servsafe Certification, preferred.
- Valid driver's license.
- Ability to successfully complete a CORI/SORI/DCF review annually.
- Required to wear a hair cap or hair net and appropriate non-skid shoes on the job.
- Mandatory physical every two years and Mantoux test required per DEEC. Hepatitis B (optional).
- First Aid and CPR certificates for infants and children.

**Duties and Responsibilities:**

- In accordance with Head Start Standards and DEEC regulations ensure that all children are safely accounted for and not left unattended at any time while in the daily care of the WCAC Head Start program.
- Maintain local and state standards regarding food/nutrition safety.
- Responsible for assisting in daily set up of carts.
- Responsible for assisting in kitchen-related transportation services.
- Responsible for delivering food to each classroom in a timely manner and the pickup of containers.
- Responsible to return carts to the kitchen.
- Responsible to record menu changes and food temperature daily.
- Responsible to stock various supplies to each classroom.
- Responsible for the sanitization of various items in each classroom.
- Perform other duties as requested by the Health/Nutrition Coordinator. Job assignments may change based upon program needs. Attend trainings/meetings per recommendation of the Health/Nutrition Coordinator.

Part-time position working 25 hours/week (Monday-Friday from 8:00am – 1:00pm) for the school year. Benefit package to include dental, 403(b) retirement plan, voluntary benefits, paid holidays, vacation, personal and sick time.

Please include a cover letter and resume specifying position to: Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608. Or via email, [hr@wcac.net](mailto:hr@wcac.net). AA/EOE. **Resumes must be received by September 30, 2016.**