



## POSITION DESCRIPTION

**Position Title:** Child and Adult Care Food Program (CACFP) Aide  
**Reports to:** CACFP Manager  
**Status/Salary:** Part-Time, 7:30am-2:00pm shift with ½ hour lunch break.  
(6 hours/per day, 30 hours per week)

**Families Forward Learning Center's** (FFLC) mission is to prepare families living in isolation and poverty to succeed in school and in life through two-generation learning programs. To fulfill our mission, we provide free social services and educational programs to low-income, at-risk families with children ages 0-5. In all programs, parents and children are on-site, engaged in their own comprehensive curricula. Programs successfully increase literacy levels, educational outcomes, and the emotional well-being of both generations.

### POSITION OVERVIEW

The Nutrition Aide is responsible for preparing meals in accordance with the posted menu and CACFP guidelines.

#### **Primary Duties and Responsibilities:**

- Follow all CACFP guidelines.
- Connect daily with CACFP Manager regarding needs of CACFP program.
- Prepares meals/snacks in a timely fashion to be delivered by scheduled mealtimes.
- Stock food service carts with appropriate utensils, plates, bowls, food, and beverages, as required for family style dining in the classrooms.
- Transports food from kitchen area to classrooms.
- Keep the kitchen, food preparation areas and all eating supplies clean and sanitary. Adhere to the guidelines of food sanitation and safe food handling practices set by the Public Health Department.
- Washing dishes, pots, pans, and utensils using approved sanitation methods.
- Assist in receiving, dating, and storing all food purchased by the center.
- Completes necessary paperwork, including cleaning and temperature logs.
- Clean and sanitize the kitchen after use.
- Assist with major clean-up of kitchen, refrigerators, cabinets on non-program days.
- Sharing duties with other kitchen staff for efficient functioning of food service program.
- Ensure that the kitchen is fully stocked with items for the next day.
- Monitor food expiration dates and food quality daily.
- Practice safety procedures in the kitchen always.
- Performs other related duties as may be assigned.

### **Minimum Qualifications Required:**

- Completion of high school or General Education Diploma (GED). Classes in food preparation of food management are high desirable.
- At least one year experience as a cook.
- Ability to prepare, cook, and serve food.
- Ability to follow oral and written instructions.
- Bilingual English and Spanish, preferred.
- Ability to work with co-workers and adapt to change.
- Ability to problem solve and compute basic food measurements and portion sizing.
- Knowledge of quantity food production, use and care of food service equipment, procedures for receiving and storing foods, and health and safety rules.
- ServSafe Food Handler Certificate
- CPR/First Aid Certificate

### **Physical Requirements:**

The work environment and physical demands of the position as described below are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Work is generally in an indoor kitchen environment with exposure to heat from ovens, hot foods and steamers and cleaning chemicals, fumes, equipment, and metal objects.
- Work around knives, dicers, mixers, slicers, and other sharp objects.
- Work surfaces may be slippery.
- The noise level in the work environment is usually moderate.
- Regularly stand for extended periods of time, twist at the neck, bend at the waist and stoop, kneel, crouch, or crawl.
- Occasionally required to reach with hands and arms, reach overhead, above shoulders and horizontally.
- Use hands to handle objects and tools and operate nutrition service equipment.
- Regularly lift and/or move up to 25 pounds and push/pull up to 25-pound objects. These objects include sacks/boxes of food and supplies, pots/pans of food, food carts, kettles, small equipment, etc.
- Vision abilities required include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Use vision to monitor food quality and quantity.

### **Benefits**

- Retirement Plan
- Medical and dental plan
- Vacation and Sick Leave
- Paid holidays

Email resume to CACFP Manager Maria Rodriguez at [MariaRodriguez@FamiliesForwardLC.org](mailto:MariaRodriguez@FamiliesForwardLC.org)

Or

Program Director Andrea Huicochea at [Andrea@FamiliesForwardLC.org](mailto:Andrea@FamiliesForwardLC.org)