



Hampton Roads Community Action Program

2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

POSITION ANNOUNCEMENT

Position: Food Service Worker

Location: Peninsula

Component: Head Start

Qualifications: Requires knowledge and 2 years of experience in the area of Food Service. Must have High School education or GED. Have or complete within 90 days of employment: Food Service Managers Certification. Must have reliable transportation and valid VA Drivers License. The ability to read and understand recipes and assigned tasks. Comfortable with use of email and technology. Flexible in assignments of location, works together as a team.

Duties: Transports food to classrooms within Head Start centers, to provide safe, sanitary, and pleasant meals for Head Start children and staff. Heats up food in microwave, when necessary. Follow USDA Guidelines and Virginia State Health Regulations. Interacts with staff, students, and families in a friendly manner. Assists the cook in meal preparation of slicing, panning, bagging, labeling, and packaging of food in preparation for delivery and service to Head Start students. Washes dishes, silverware, and pots daily according to State Health regulations of Virginia. Uses spare time wisely to take advantage to complete weekly cleaning schedule. Complete weekly inventory and maintain all supplies on a first in first out basis. Stores food and supplies properly in accordance with kitchen policy and procedures, following USDA Guidelines and Virginia State Health Regulations. Ensure all expired food items are disposed of and logged in a waste log. Keeps kitchen and all equipment clean and sanitary at all times. Communicate menu / inventory issues with Nutrition Manager so menu corrections and adjustments can be made. Communicate needs of the classroom to the Cook and Nutrition Manager. Wears proper attire and slip resistant shoes daily. Always maintain professionalism while in Head Start service. Always maintains professionalism while working at Head Start Agency. Attends staff meetings as needed. Performs other duties as assigned by the Nutrition Manager or Director.

Physical Requirements: The ability to lift 30lbs. The ability to stand for long (4 hour or more at a time) periods of time. The ability to withstand the changing extreme hot to cold temperatures of a kitchen.

Salary: \$20,191 - \$20,736 annually; 30 hours per week with benefits

Application: Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA., 23607. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. You can also visit: <https://hrcapinc.org/about/employment/> to print an application and mail to P.O. Box 37, Newport News, VA, 23607. You can also email all applications to hrcapresume@hrcapinc.org

Closing Date: Applications accepted until the position is filled.