



## EMPLOYMENT OPPORTUNITY

**DATE OF POSTING:** September 2015  
**POSITION TITLE:** Food Service Worker - Contingent  
**WORK SCHEDULE:** 9 Month position

### **QUALIFICATIONS/REQUIREMENTS:**

High School diploma or equivalent preferred. Must possess or be able to obtain a food handler's certificate, prefer 1 year related experience. Valid driver's license and reliable means of transportation required.

### **TYPICAL DUTIES/RESPONSIBILITIES:**

1. Support internally and externally, verbally and in action, the mission of Riverbend Head Start & Family Services.
2. Demonstrate commitment to the total Agency and its strategic direction through collaboration with other programs and department to further organizational goals.
3. Takes temperatures of foods and delivers daily.
4. Records food temperatures on food quality forms and turn in forms monthly according to policies and procedures manual.
5. Orders all paper products and utensils for food consumption, as needed.
6. Orders food for field trips.
7. Stores all food and paper products in an orderly fashion.
8. Serves and delivers A.M. and P.M. meals to each classroom.
9. Cleans tabletops after each serving, following guidelines of sanitizing with soap and water.
10. Empties, rinses out and stacks all foodservice pans after each lunch.
11. Cleans inside and outside of microwave oven daily.
12. Cleans refrigerator weekly.
13. Cleans outside of food warmer daily and the inside of the unit weekly.
14. Wipes down walls where food service tables are directly affected.
15. Assist teachers in planning and securing food items for cooking activities.
16. Provide any and all clerical support to Program Aide and site management when necessary.
17. Maintain acceptable performance as defined by an annual performance review.

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Qualified applicants **must complete an employment application** available on our website at [www.riverbendfamilies.org](http://www.riverbendfamilies.org) or by contacting our Human Resources Department at (618)463-8701 **Resumes will not be accepted.** Also, please send a copy of your college transcripts (they do not need to be official at this time) with your application.

Completed applications may be mailed, faxed or e-mailed to:

Riverbend Head Start & Family Services  
Attn.: Human Resources  
P. O. Box 250  
Alton, IL 62002  
Fax # (618)463-5915  
E-Mail: [lbostick@riverbendfamilies.org](mailto:lbostick@riverbendfamilies.org)

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