

**St. Matthew Early Childhood Center
Job Description
Food Service Employee**

Mission Statement: St. Matthew Early Childhood Center's mission is to provide a Christian environment in which each child can grow spiritually, emotionally, physically, and intellectually through age-appropriate activities. We are committed, in collaboration with families, to enhance each child's character development and nurture the individual strengths and talents that allow each child to reach their potential.

Position Purpose: To help prepare and serve the children attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth. Also, to carry out assigned tasks in order to facilitate the smooth operation of the food service and Early Childhood Program.

Responsible to:

- St. Matthew Early Childhood Center Director/Supervisor
- Food Service Supervisor

Qualifications:

- High School Diploma or equivalent
- Demonstrates aptitude and competence for assigned responsibilities.
- Be able to live and stand for several hours while performing preparation and service duties.
- Must have the ability to work effectively as a team member. Be able to give and receive information in a positive manner.

Duties & Responsibilities:

- Assists where assigned in the proper preparation of food.
- Assists in setting up service areas and the serving of food as assigned.
- Assists as assigned in the cleaning and maintenance of the food service area and equipment.
- Assists as necessary in establishing the daily plate count, as well as other food and supplies used.
- Complies with all health, safety, and sanitation standards as determined by local district.
- Assumes responsibility for storage and disposal of unused food.
- Requisitioning appropriate amount of food based on designated menus.
- Follow menus, recipes, or other directives furnished by St. Matthew or state nutrition consultants.
- Washing and sterilizing dishes and all utensils according to sanitarian's directives.
- Recording amounts of food used daily and maintaining an inventory of staples on hand and notifying the Food Service Supervisor if items need to be ordered.
- Assist in setting up and cleaning up meals in the classrooms.
- Attend pre-service and in-service trainings required by Food Service Supervisor, St. Matthew Early Childhood Center, or State Regulatory Agencies.
- If needed, will be in classroom to keep teacher-child ratio count, or to assist with table setting or eating in room when short of staff.
- Performs other duties that may be assigned.