

**South Central Child Development, Inc.**  
**Head Start**  
**401 Walnut Avenue SW**  
**Wagner SD 57380**  
**Job Description**

**JOB TITLE:** Center Kitchen/Meal Assistant/Bus Monitor  
**REPORTS TO:** Center Teacher and Area Manager  
**COORDINATES WITH:** Center Teacher and Other Head Start Staff  
**PROBATION PERIOD:** 90 Days  
**SELF-TERMINATION NOTICE REQUESTED:** 14 Days

**MAJOR DUTIES/RESPONSIBILITIES:**

- Receive food from delivery – prep bulk food into family style meals.
- Ensure that food temperatures are taken on all hot foods.  
Maintain safe food temps and recorded.
- Assist children in table setting, meal/snack delivery and/or preparation and eating activities.
- Serve food items, assist children with meals, passing food, dishing food onto plates; opening milk cartons, etc.
- Assist children in the clean-up line.
- Clean-up after class lunches and snacks.
- Clean and sanitize kitchen, wash and put away dishes and serving ware.
- Prep class snacks and set tables.
- Serve and clean-up after snacks – stack all chairs at end of day.
- Other daily tasks – laundry - wash, dry, fold and store, refill hand soap, paper towel rolls, and toilet paper as needed.
- Promote appropriate conversation at meal/snack time (child focused).
- Help maintain a safe and orderly environment for children.
- Observe each child for signs of illness or health problems.
- Communicate a positive acceptance and appreciation of different families and cultures.
- Demonstrate a commitment to eliminating stereotypes of low income and minority groups in the community.
- Establish relationship of trust with children and their families.
- Comply with required reporting procedures/record keeping.
- Assist children when arriving and departing from Head Start activities - coats, name tags, etc.
- Greeting parents when dropping off and picking up children.
- Assist Children to and from the bus.
- Assist children boarding and departing from the bus.
- Assist children with appropriate safety restraints on buses.
- Maintain an orderly and safe bus environment.
- Report address changes to Center Teacher and Area Manager.
- Attend all required training and staff meetings (Annual Bus Monitor Training - mandatory).

- Must keep confidential information (information about families and children).
- Any additional duties as assigned by Area Manager or Head Start Director.

**SKILLS:**

- Able to work with parents, low income community members, leaders and a variety of cultural groups.
- Able to work cooperatively with other staff (Team Member).
- Possess basic knowledge of child development principles.
- Able to work effectively with preschool children.
- Must have basic computer skills.
- Able to use fire extinguisher.

**MINIMUM EXPERIENCE:**

- Previous experience with preschool children in a classroom setting desirable.

**MINIMUM TRAINING:**

- High School Diploma or GED equivalency.

**OTHER REQUIREMENTS:**

- Must be willing to live in area served by the center.
- Must have a safe driving record.
- Must have use of an automobile and willing to use personal automobile.
- Must be able and willing to meet travel needs of position.
- Must participate in CDA program or related credential program if directed by the Program Director and approved by the Career Development Committee.
- Must attend center parent meetings and other meetings upon request.
- Must report and document any suspected child abuse and neglect to the Area Manager.
- Mandatory employment physical examination upon employment and upon request of the employer in accordance with Agency Personnel Policies and Procedures.
- Must take a TB test upon employment and upon request of the employer.
- Mandatory background check (Child Abuse/Neglect upon offer of employment) will be required in accordance with Agency Personnel Policies and Procedures.

**AN EQUAL OPPORTUNITY/EMPLOYMENT AT WILL EMPLOYER**