**JOB DESCRIPTION**

**NEIGHBORHOOD HOUSE OF MILWAUKEE, INC.**

**POSITION:** **Early Childhood Sub-Teacher/ Food Service Worker**

**PROGRAM: ECS/Kitchen STATUS: Full Time: Non-Exempt**

**JOB PURPOSE AND REPORTING STRUCTURE:** Under the direction of the Director of Finance, assist in the creation and distribution of nutritionally balanced meals for program participants in compliance with the appropriate food program regulations. Assist in the organization and maintain the kitchen the environment for compliance with food safety regulations. Assist with cleanliness and organization of all aspects of the kitchen.

As an Early Head Start Sub-Teacher, is responsible for providing an environment that is safe, nurturing and developmentally appropriate for children from 6 weeks of age through 3 years of age, both on an individual and group basis, within Early Head Start standards, company, state, and federal regulations, policies and procedures. Individuals in this classification are responsible for assisting in the planning and implementing a variety of activities for children 6 weeks – 12 years of age, which required knowledge of child development and programming. Individuals in this capacity must be able to adapt activities and methods to meet individual needs, and evaluate and respond appropriately to situations to ensure the well-being and safety of all children. The Teacher must be able to communicate effectively with their supervisor, peers, lead teachers, parents, children, and other Neighborhood House staff.

# ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

**Food Service: (75%) The main scope of the work will be maintaining the kitchen and distributing meals to various participant rooms in a timely manner. Other duties that are not listed can be assigned at a later time.**

# Set up and deliver meals and snacks for each class according to regulations for self serving for family style meals and snacks.

**Early Childhood Teacher: (25%) The remaining duties will come as a fill in as need in working in the ECS Teacher to help cover breaks and maintain classroom ratios. Other duties that are not listed can be assigned at a later time.**

**QUALIFICATION REQUIREMENTS:** Ability to prepare meals and snacks for large groups. Self- directed.

**EDUCATION and/or EXPERIENCE:** High School diploma or equivalency. Sanitation Certificate. Attend food trainings and read appropriate materials. Continuing education requirement of a minimum of 4 hours per calendar year. Must be at least 18 years of age and have a high school diploma or its equivalent. Hold an Infant & Toddler credential; or a current CDA. Complete SIDS Training and Shaken Baby Training prior to the first day of work. Complete Infant/Child and CPR/AED training within the first six months of employment. **Registry Level 3 or above**. If Registry certificate is not current, must provide manager with current Registry certification within three months of employment.

**Preferred requirements:** Introduction to the Early Childhood Profession, Skills and Strategies in the Early Childhood Profession.

**OTHER SKILLS and ABILITIES:** Must be able to use basic kitchen equipment and tools. Must have a valid driver’s license.

**To Apply:** Download application and submit resume and cover letter to: nh-milw.org.

Neighborhood House of Milwaukee is an EOE