



Head Start

Alissa Holdson
Executive Director

Ronald Loos
Board Chairperson

Andrea Rosipko
Director

POSITION DESCRIPTION

POSITION TITLE: Summer Food Service Program Staff
RESPONSIBLE TO: Dragon Empowerment Center (DEC) Manager
SUPERVISES: N/A
EMPLOYMENT STATUS: Part-time (15-20 HRS) per week (for 8 WKS)

BASIC FUNCTION: Assists with delivery, set-up and service of meals, clean-up of meal service and sites, and complete careful documentation of meals at point of service, in partnership with Country Neighbor Program.

MAJOR RESPONSIBILITIES AND KEY TASKS:

- Serve meals daily
- Assist with delivery, set-up and service of meals, clean-up of meal service and sites, and complete careful documentation of meals at point of
- Adhere to and see that all state health and sanitation requirements are followed and maintained
- Complete and submit all required documentation
- Administer daily point of service meal counts

EDUCATION AND EXPERIENCE REQUIREMENTS:

- High school diploma or equivalent

EXPECTATIONS:

- Must maintain confidentiality within and out of the program
- Demonstrate flexibility while working with others
- Unrestricted ability to lift and carry 60 pounds
- Ability to work flexible hours
- Be prompt and maintain good attendance
- Ensure civil rights compliance
- Must maintain professionalism at all times
- Valid Driver's License, proof of insurance and reliable transportation

4510 Main Avenue, Ashtabula, OH 44004

P:(440) 993-7716

www.accaa.org

F:(440) 992-4409

This Agency is an equal provider of services and an equal employment opportunity employer. Civil Rights Act 1964 (CRA)

ADDITIONAL REQUIREMENTS:

- Insurability monitored by ACCAA insurance carrier
- Completion of background checks including BCI&FBI
- Pass initial and regular drug screenings
- Perform duties as assigned

Submit Application to: Andrea Rosipko, Program Director, 4510 Main Avenue, Ashtabula, Ohio 44004.

May also send via email or fax to: arosipko@accaa.org; fax: (440) 992-4841.

Application can be accessed online at: www.accaa.org

Signature

Date