



**POSITION:** Head Start Food Service Assistant  
**LOCATION:** Allen County  
**HOURS:** 35 hours/week, 39 weeks annually  
**STARTING SALARY RANGE:** \$9.37 hour

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**JOB DUTIES:**

The Food Service Assistant is responsible for the day-to-day food service operations for the assigned center.

1. Comply with all requirements of the Indiana State Board of Health Food Service Sanitation Requirements (410 1AC 7-15.11) and maintain a copy of the booklet on file in the kitchen.
  2. Follow Child Adult Care Food Program (CACFP) processes and procedures at all times.
  3. Prepare and distribute food for breakfast, lunch and snack in an appropriate and timely manner.  
Included duties are:
    - a. Portion food in accordance with posted menus.
    - b. Distribution of supplies, food and non-food.
  4. Maintain proper storage of food and non-food supplies, keeping a running inventory.
  5. Maintain a neat, clean, and orderly kitchen area by complying with the cleaning schedule.
  6. Maintain all necessary kitchen records.
  7. Comply with the Head Start Act, all Head Start regulations, federal, state, and local regulations, contractual agreements and funding guidelines.
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**SKILLS AND QUALIFICATIONS:**

1. High School diploma or GED preferred at hire. (GED must be obtained within two (2) years of hire to maintain employment.)
  2. Minimum of one year experience working in Food Service or a related field.
  3. Ability to operate basic kitchen equipment.
  4. Good personal cleanliness habits.
  5. Ability to read and understand menus and food service tracking tools.
  6. Basic math skills.
  7. Ability to relate and interact effectively with individuals from a variety of socio-economic backgrounds particularly low-income.
  8. Become certified in CPR and First Aid within twelve (12) months of hire.
  9. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.
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**DATES FOR INTERNAL POSTING:** FROM May , 2018 TO until filled

**TENTATIVE DATES FOR EXTERNAL POSTING:** same

**APPROXIMATE DATE FOR POSITION TO BEGIN:** immediately

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FOR FURTHER INFORMATION, CONTACT HR DEPARTMENT, EXT. 206 OR 213  
APPLICATIONS ACCEPTED – 227 E. WASHINGTON BLVD, FORT WAYNE, IN  
8:00 A.M. – 5:00 P.M., MONDAY – THURSDAY, OR 8:00 A.M. – 11:00 A.M., FRIDAY  
OR VIA THE INTERNET AT [www.mybrightpoint.org](http://www.mybrightpoint.org)

We, Brightpoint conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without any regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

11/05  
08/12