



**QUALIFICATIONS AND REQUIREMENTS:**

The prospective employee must have:

1. A High School diploma or GED.
2. One year of customer service experience.
3. Two (2) years of food preparation and/or catering experience.
4. Demonstrated ability and an interest in working with children.
5. Experience working with diverse populations, including low to moderate-income families.
6. Ability to work in an education environment with infants and toddlers.
7. Ability to track information, interpret data, produce reports, and to handle problem resolution.
8. Willingness to accommodate planned and unplanned travel, to and from Head Start Center and other C-HCCAA or meeting/conference locations, including overnight and/or out of town travel.
9. Able to cook for large groups, with efficiency.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:** The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

**Work environment:**

Typical kitchen and child care center environment, with minimal exposure to excessive noise or adverse environmental issues.

**Physical demands:**

Ability to meet the following physical requirements with or without reasonable accommodation:

- a. Use hands to manipulate, handle, feel, and control items or equipment;
- b. Stand, walk, bend, kneel, stop, and reach;
- c. Lift up to 60 lbs. using all safety precautions;
- d. Work in both warm and cold temperatures;
- e. communicate with parents, teaching staff, and site managers;
- f. See and be able to read, write, and interpret written documents.

**ORGANIZATIONAL STRUCTURE:**

Reports to: Early Childhood Principal

Manages: None

*Cincinnati-Hamilton County Community Action Agency is an Equal Opportunity Employer. The Functions, Qualifications, Requirements and Physical Demands listed in this job description represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The listed Job Functions do not necessarily include all activities that the incumbent may perform.*