

Cisco ISD – Food Service Worker

Position Type: Non-Exempt
Assignment Level: Assigned Campus
Job Title: Food Service Worker
Date Posted: 006/08/2022
Deadline: Until Filled
Openings: 1
Commitment: Full Time

Description/Notes: See [here](#).

Salary Range: \$10.00 - \$18.00 an hour depending on prior experience.

Benefits: Regular Employee Benefits

How to Apply: Apply on-line [here](#).

OR

Apply in person at the Cisco ISD Administration Building (1503 Liggett Street, Cisco, TX 76437).

Contact Person(s):

Name(s): Lori Boyd, Food Service Director

Email(s): lboyd@cisco.esc14.net

Address: PO Box 1645

City: Cisco

State: TX

Zip: 76437

Phone: (254) 442-3056

Fax: (254) 442-1412

HEAD START JOB DESCRIPTION

POSITION: Early Head Start/Head Start Family Services Worker

STATUS: Full Time Position

QUALIFICATIONS: Must be at least 18 years of age; High School Diploma or GED; Valid Texas Driver's License; within eighteen months of hire, at a Minimum, a credential or certification in social work, human services, Family services, counseling, or a related field. Must be willing to obtain or current first aid and CPR certification for infant/toddler.

REPORTS TO: Elementary Principal through Classroom Teacher

JOB GOAL: To comply with all federal guidelines (Head Start Performance Standards/Policies and Procedures), and local Head Start policies in providing children and families with all Head Start program services. These services include (but may not be limited to) social services, disabilities services, assistance in classroom, and health services (medical/dental/mental health).

To help children progress toward the overall goal of social competence through providing children with a learning environment and varied experiences that help them develop socially, intellectually, physically, and emotionally in a manner appropriate to their individual age and development.

PERFORMANCE RESPONSIBILITIES

I. SOCIAL SERVICES

- Works with community agencies to attain resources for social services for Head Start families.
- Assists Head Start families in accessing social services programs provided by the State government, Federal Government and local community organizations.
- Assists families in obtaining transportation to social services agencies.
- Maintains proper documentation of social services to Head Start families.
- Facilitates year-round recruitment, application and enrollment of children for Head Start classroom vacancies and/or Head Start waiting lists.
- Complies with Head Start/ESC policies regarding confidentiality of records and refrains from community gossip regarding families.

II. PARENT INVOLVEMENT

- Facilitates communication between parent, teacher, program and ISD specialists, and ESC Consultants. Assists with transportation to Policy Council when necessary.
- Assists ESC staff by following up on family requests for GED, ESL and college information
- Meets with parents to evaluate family needs and complete Family Partnership Agreement. Tracks goals set and progress toward meeting these family goals.
- Assists with Parent meetings.

III. HEALTH & NUTRITION

- Works in cooperation with ESC Head Start staff and classroom staff in providing advocacy, transportation, and assessment of needs of Head Start children and families for medical, dental, nutrition, social services, and other health services as needed.
- Assists families in scheduling medical and dental screening exams and follow-up appointments for Head Start children within the required time limits.
- Works in cooperation with ESC Head Start staff and parents to schedule disabilities and/or mental wellness appointments for children as needed.
- Assists school nurse with the screening of Head Start children in height, weight, vision, hearing, and hemoglobin within the required time limit.
- Maintains appropriate documentation and mails required forms to ESC office.

IV. PROFESSIONAL RESPONSIBILITIES

- Attends staff trainings as required, including vision and hearing certification, first aid, and CPR.
- Reports for work ready to perform responsibilities.
- Performs duties that directly and/or indirectly impact student performance.
- Maintains a professional level of confidentiality regarding all Head Start matters.
- Supports the mission, goals, and objectives of the ESC strategic plan.
- Upholds and adheres to safety rules and policies of the local ISD and ESC.
- Performs professional responsibilities as required by ESC policies, processes, and procedures.
- Assumes other duties as assigned by principal or Head Start staff.
- Maintains confidentiality of all Head Start children's folders.
- Performs PROMIS Data entry.

V. CODE OF CONDUCT

As stated below and in 1304.52(5)(i) in the Head Start Performance Standards:

- Respects and promotes the unique identity of each child and family and refrains from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
- Follows program confidentiality policies concerning information about children, families, and other staff members.
- Leaves no child alone or unsupervised while under the care of Head Start staff.
- Uses positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation.
- Will not employ methods of discipline that involves isolation, the use of food as punishment or reward, or the denial of basic needs.

VI. Required Training For Continued Employment

- Head Start Orientation- Overview of general operation, performance standards of Head Start.
- Head Start sponsored trainings.
- Head Start content area training

Acknowledgement:

- The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.
- Employment in this position is contingent upon performance, need, and funding.
- This position is totally funded out of Federal funds.