

Heppner Day Care, Inc. – Job Description

Position: Cook and Teacher Assistant

Hours: 30 - 35 Hours

Wage: \$15 - \$17 per hour

Eligible for Benefits: Yes

Job Goals:

To prepare USDA appropriate meals and support a positive and engaging learning environment; splitting time between the kitchen and the classroom. Help support a safe, positive, and engaging environment.

Cook Essential Duties & Responsibilities:

- Prepare CACFP creditable family style meals according to HDC monthly menus, utilizing CACFP recipes and other HDC approved recipes
- Maintain appropriate records, including but not limited to: receipt tracking and meal tracking
- Maintain a clean and orderly kitchen
- Ensure proper handling and storage of food and supplies
- Clean and sanitize dishes/ tableware, pot, pans, etc. in a timely manner
- Support Teacher in providing classroom nutritional activities

TA Essential Duties & Responsibilities:

- Support a safe and positive learning environment, both indoors and outdoors
- Support Teacher in implementing activities
- Ensure constant supervision of all children and ensure ratios are met at all times
- Maintain positive relationships with parents/caregivers, ensuring to greet them as they enter the building
- Follow and implement Heppner Day Care, Inc. Center's Policies, including but not limited to the Positive Discipline Policy
- Support positive, social mealtimes
- Help maintain a safe, clean and sanitized classroom and Center
- Complete appropriate documentation/record keeping as needed, examples: accident reports and attendance records
- Ensure Center complies with State Licensing requirements
- Maintains confidentiality
- Attend staff meetings and trainings as required, including but not limited to trainings required by state licensing (ORO)
- Other duties as required

Education Requirements:

- High School Diploma
- ECE credits or CDA preferable preferable

Experiences and Skills

- Have (or obtain within 30 days of hire) CPR and First Aid
- Have a Food Handler's Cards
- Enrollment (or ability to enroll) in Central Background Registry
- Desire to work with children and their families
- Ability to keep accurate records
- Previous experience with 3 – 8 year olds (preferably in childcare center setting)
- Communicate effectively with staff, children, families, and the public on the phone, face-to-face, and in group settings
- Ability to occasionally lift 50 pounds
- Ability to easily get down to children's level, including squatting/bending, and up and down off the floor

Heppner Day Care, Inc. is an Equal Opportunity Employer