

OPPORTUNITIES, INC. JOB DESCRIPTION

Job Title: EARLY HEAD START MEAL / HOUSEKEEPING AIDE

General Description of Duties:

Responsible for performing a variety of tasks related to maintenance of a safe, clean environment and service delivery. Non-exempt position.

Required Qualifications:

Knowledge, Skills, Abilities: Flexibility, general cleaning, sanitation, and health regulations, communication and interpersonal skills, read and write legibly, work with limited supervision

Certification/License: Pre-employment/annual health examination, annual TB Skin Test, CPR/First Aid

Education: High school graduate or equivalent

Experience: Some experience working in maintenance, housekeeping, and with children

Preferred Qualifications:

Knowledge, Skills, Abilities: Bilingual (Spanish)

Education: Current Child Development Associate (CDA) credential or comparable credential, and have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development

Benefits: See Personnel Policy 301

Salary/Pay Scale: See Personnel Policy 212

Major Responsibilities and Duties:

Be knowledgeable and comply with Early Head Start Program Performance Standards, Head Start Early Learning Outcomes Framework, and Texas Minimum Standards for Child-Care Centers

Maintain a positive demeanor, demonstrate competency, good judgment, and self-control in the presence of children, families, staff, and when performing assigned responsibilities

Be knowledgeable and perform housekeeping tasks such as cleaning, sanitizing, and health/safety check duties to keep a healthy and safe environment for staff, children, and families (mopping, vacuuming, window washing, dusting, organizing, laundry, cleaning restrooms, kitchens, breakroom, etc. in assigned areas as scheduled)

Responsible for food services

Assist teachers in the preparation of materials for children activities and objectives

Be knowledgeable of client service delivery

Demonstrate competency to provide effective and nurturing teacher-child interactions

Recognize and respect the uniqueness and potential of all children, families, and staff; treat their cultures and beliefs with courtesy, respect, acceptance, patience, and empathy

While in the classroom, assist children with their plans, daily activities, diapering, toilet training, and hygiene in a caring, nurturing, and supportive learning environment

While standing in as a teacher, supervise children at all times (indoors and outdoors), knowing each child's name and age

While in the classroom, assist in managing behaviors in a professional manner, ensuring children are not out of control; follow behavior plans when needed

Respond to emergency situations and drills as required

Adhere to and share with proper staff appropriate information about each child's activities and any verbal or written instructions given by the parent, ECI, physician and/or management staff

Maintain confidential records, following HIPAA and Confidentiality Policies

Maintain fidelity with ongoing written documentation, observations, assessments, curriculum implementation, and data of each individual child

Submit all written reports and forms to the EHS Program Manager in an organized, legible, and timely manner

Safeguard children from abuse, neglect, or exploitation while in the care of the Center

Identify, prevent, and report suspected abuse, neglect, and exploitation to DFPS as specified in the Texas Family Code, §261.101

Foster a cooperative rather than a competitive atmosphere, being open-minded with changes and differences

Participate in training, in-services, conferences, seminars, and family activities as requested

Cover breaks, absences, and educational release, and perform other duties as assigned

Be open to ask for and initiate assistance and follow directions of supervisor

Physical Requirements:

Communication - English speaking

Driving vehicles

Hearing for conversation

Lifting up to 50 lbs.

Pushing/pulling up to 50 lbs.

Reaching overhead and in front of body

Sitting for 1-2 hours continuously

Standing 3-4 hours continuously

Stooping, kneeling, bending, twisting, crouching, crawling

Use of hands, wrists, and fingers

Vision for supervision, driving, and reading

Walking for short distances

Responsible to: Program Manager

Supervision of: N/A

Performance evaluations are conducted annually. The employee and supervisor use this job description to help evaluate employee performance. At the time of evaluation, the job description is modified if employee job tasks have changed. I have read and discussed this job description with my supervisor and have been given opportunity to ask questions concerning it.

Staff Signature

Staff Printed Name

Supervisor Signature

Supervisor Printed Name

Date