

Job Postings

Fill out the form below for each position you wish to post. Postings are reviewed by Council staff and posted within three business days of date submitted. Job openings will only be posted for TWO months unless the Child Care Council is notified otherwise.

Today's Date: *

08/31/2018

Name of Agency/Program: *

Oakland Family Services / Early Childhood Education

City: *

Pontiac

Position/Job Title: *

Food Service Specialist/Children's Aide

Job Description: *

About Oakland Family Services

Oakland Family Services is a private, not-for-profit, human services organization that provides programs from four offices and within our community located throughout Oakland County. As a leader in child and family-focused services, Oakland Family Services reaches more than 35,000 individuals and 18,000 families each year. We offer a warm and engaging work environment and the opportunity to work with dedicated professional colleagues. In addition to excellent benefits, we offer flexible work schedules, advancement opportunities, work-life balance initiatives and more. Join our team and make a difference. Join us in our mission to build brighter futures for those we serve, while building your OWN brighter professional future.

Position Responsibilities

The Food Service Specialist/Children's Aide is responsible for preparing and distributing meals and snacks to children enrolled in the Children's Learning Center. The Food Service Specialist/Children's Aide will maintain a sanitary kitchen environment and comply with established food service guidelines as defined by the Child and Adult Care Food Program, Public Health Department, Day Care Licensing and Oakland Family Services. Additionally, the Food Service Specialist will help to provide ratio coverage in classrooms during teaching staff break periods.

Specific Duties/Job Expectations

- Maintain standards of quality as outlined by Department of Human Services (DHS), Consumer Industry Standards, Michigan Department of Community Health, Child and Adult Care Food Program and Oakland Family Services.
- Prepare nutritious meals and snacks daily for children enrolled in CLC programs.
- Complete record keeping in accordance with food service guidelines.
- Assist in ordering and storing food and food service items each week.
- Maintain sanitary conditions in the kitchen including dishes, food storage and preparation areas, refrigerator and other storage areas.
- Assist in supervising and ensuring the safety and well-being of each child.
- Provide classroom coverage in the absence of the lead and assistant teachers.
- Attend CLC and Agency staff meetings as directed by the Early Childhood Education Supervisor.
- Complete other tasks as assigned by the Early Childhood Education Supervisor.

Qualifications

- High School Diploma or equivalent.
- Must provide clear tuberculosis test within public health guidelines.
- ServeSafe Certification from Oakland County Health Department, or willingness to obtain.
- General knowledge of early childhood development.
- Must enjoy working with young children for an educational purpose.
- Demonstrate good organizational and communication skills.
- Experience working with food service preferred.
- Special abilities and skill that are necessary to perform the required tasks and that best meet the needs of the Agency also will be considered. Any standard above may be waived when compensating specifications or circumstances exist.

To Apply

Visit our Career Center on our website at: www.oaklandfamilyservices.org

Oakland Family Services is an Equal Opportunity Employer

Applicants Reply to:

Visit our Career Center on our website: <https://www.oaklandfamilyservices.org>
