

**COMMUNITY ACTION PLANNING COUNCIL
JOB POSTING**

(In-House & Out-of-House Posting)

Food Service Aide Substitute

PROGRAM: Head Start
CLASSIFICATION: Hourly as Needed
POSITION GRADE: Grade 1
SALARY: \$12.04 per hour
JOB LOCATION: Head Start Center, Watertown

JOB SUMMARY: Duties include assisting in meal preparation for children in the Watertown Head Start Center, dishwashing and kitchen cleanup.

EDUCATION: High School Diploma or GED.

EXPERIENCE: Experience in food service or related field preferred.

OTHER REQUIREMENTS:

Candidate must be able to relate well with staff and children, maintain a high level of personal cleanliness, understand and carry out verbal and written instructions, be able to lift up to 40 pounds, and stand for long periods of time.

Employment is conditional pending Policy Council approval, satisfactory medical exam and TB test; receipt of background and fingerprint clearance at the time of hire.

A valid driver's license is required.

Preference is given to qualified in-house candidates.

CAPC is a Substance-Free Workplace. Employees are subject to random, post-accident and reasonable suspicion drug testing.

TO APPLY:

Complete CAPC Employment Application Form in its entirety and send to
Community Action Planning Council of Jefferson County
518 Davidson Street
Watertown, New York 13601
Fax: 315-785-0892
Email: hr@capcjc.org

Application form available at www.capcjc.org.