



JOB ANNOUNCEMENT

Kitchen Assistant/Classroom Aide

[TEMPORARY, full-Time (up to 60-90 days) with the potential for long-term employment!]

BRIEF POSITION DESCRIPTION:

Higher Horizons Early Head Start in the 7 Corners area of Falls Church, VA is seeking an experienced, Temporary full-time Kitchen Assistant (7:30 am – 3:30 pm daily). Responsible for coordination of prepared foods to five classrooms including serving and delivery of breakfast, lunch and snack; maintain a clean and organized kitchen. Unpack dry goods from vendor and restocking food supplies. Follow required food safety and sanitation regulations established by the Virginia Department of Health. Ensures that the kitchen is consistent in compliance with safe food handling, serving and storage at all times. During non-kitchen duties, the candidate will work as a Classroom Aide to infants and toddlers as needed to ensure child to staff ratios and quality early childhood education services are maintained.

REQUIREMENTS:

- ◆ High School Diploma/GED
- ◆ Valid Virginia Food Handlers or Kitchen Manager Certification
- ◆ At least one year of experience in an infant/toddler or preschool classroom setting.
- ◆ Must be efficient, a self-starter and independent
- ◆ FBI and VA Fingerprints will be conducted prior to employment
- ◆ Must have basic computer skills for email and assisting in placing food orders if needed
- ◆ CPR/First Aid/MAT Certification a plus, but not required
- ◆ Must be able to communicate in English in written and verbal forms (bilingual Spanish a plus!)

SALARY AND BENEFITS:

- ◆ \$10.91 per hour
- ◆ Paid Holidays
- ◆ **NOTE:** This is currently a **temporary** position for 60-90 days, with a possibility of permanent employment. If status changes to regular, full-time, additional benefits will apply including: paid vacation and sick leave, group medical/dental/vision insurance; employer-paid life, short-term and long-term disability insurance, employee assistance program and 403(b) retirement plan.

CLOSING DATE:

Tuesday, May 28, 2019 or Until Filled

APPLICATION INSTRUCTIONS:

- ◆ Fax resume to (703) 820-1578 OR
- ◆ Email resume to hr@higherhorizons.org OR
- ◆ Mail resume to: HR DEPARTMENT
HIGHER HORIZONS DCC, INC.
5920-B SUMMERS LANE
FALLS CHURCH, VA 22041



HIGHER HORIZONS DAY CARE CENTER, INC.

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