

**Food Service -Support Staff – Head Start** – Pro Action has a full-time opportunity for someone with experience in child care and food service to work as part of our education team serving three-year-old children at our Cooktown Head Start facility in Bath.

As our Food Service / Support Staff, you will ensure the preparation of breakfast and lunch for Head Start Classrooms, including preparation of lunch for our classroom at the Dormann Library. You must comply with Head Start Performance Standards, New York State Department of Health, and Child and Adult Food Program regulations. You will accurately complete daily and monthly nutrition report forms and maintain inventory of food and meal service related paper and cleaning supplies. You must maintain a clean and sanitary kitchen environment.

You may provide classroom coverage during staff breaks and assist with activities in the classroom. You will work as part of the classroom team to build strong family relationships and work with volunteers and substitutes to make them members of the classroom team.

A High School diploma is preferred. Experience in child care and food service is desired. This position requires a valid driver's license meeting agency standards. This position is full time, benefit eligible and works based on the Bath school district calendar.

Please send a letter of interest, resume, copies of unofficial transcripts and a completed [employment application](#) to: Human Resources, Pro Action of Steuben and Yates, Inc. 117 E. Steuben St. Bath, NY 14810 or email to:

[Jobs@proactioninc.org](mailto:Jobs@proactioninc.org) EOE.