

Head Start Food Service / Support Staff – Pro Action has an opportunity for someone with experience in food service and child care to work as part of our education team serving three-year-old children in our Head Start Center in Hornell.

As our **Food Service / Support Staff**, you will ensure the delivery of breakfast and lunch as well as the preparation and delivery of snack to Head Start Classrooms, complying with Head Start Performance Standards, NYS Dept. 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 food service and child care is desired. This position requires a valid driver's license meeting agency standards. This is a 30-hour per week position with some benefits.

Please send a letter of interest, resume and 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. EOE.