

Job Opportunity Program Aide

SALARY: \$8.63 - \$10.84 Hourly

CLOSES: Continuous

JOB TYPE: Contract/Grant-Funded/Part-Time

Multiple Job Openings Available. This recruitment is for a 10-hour per week position with no benefits. Assignment is from 08/26/13 - 05/16/14.



POSITION OVERVIEW: The purpose of the Program Aide position is to be responsible for the pick-up and delivery of meals, assist in meal/snack service, documentation and custodial duties within the classroom.

POSITION QUALIFICATIONS: The purpose of the Program Aide position is to be responsible for the pick-up and delivery of meals, assist in meal/snack service, documentation and custodial duties within the classroom. Candidates must have: basic knowledge or ability to learn Head Start, Federal and State regulations; basic knowledge or ability to learn State child care licensing requirements; the ability to follow established procedures; skills in verbal and written communication with pre-school age children and their parents; the ability to communicate effectively in both oral and written form; legible handwriting and the ability to read/understand written instructions on supplies and directions; the ability to work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds as well as those with disabilities and special needs. **Preferred education and/or experience:** One year of paid or volunteer work experience in a licensed early childhood classroom setting with children less than five years of age is preferred. **Specialized training, certifications, or other special requirements:** A State criminal background investigation will be completed prior to hire and incumbent must secure a Level 1 Fingerprint Clearance Card. Incumbent must be able to pass a medical exam that includes screening for TB, as required by Federal and State regulations, must be free of communicable disease and must have received the following vaccinations: (MMR) Measles, Mumps, Rubella, and Tetanus, if not current, to assure no significant risk exists to the health or safety of others. Certification in CPR and First Aid is required or must be obtained within six weeks of hire. A Food Handlers card must be obtained before starting in the classroom.

Essential Job Tasks: Pick up and deliver meals from designated cafeteria. Assist classroom staff with meal service by preparing food for family style meal service, and assist with clean up. Sign cafeteria documentation for meals ordered. Label and date all open food products. Assist in sanitizing tables and supervising children in setting the table for meals. On a scheduled basis, use approved methods to clean and sanitize by vacuuming, sweeping and wet mopping in classroom area, restroom, sink areas and the kitchen area. Remove trash/garbage on a scheduled basis or as needed. Ensure supply of cleaning materials is adequate through monthly inventory, notifying teacher of supply needs. Perform other duties as assigned.

Complete Posting and Applications may **ONLY** be found online at: <http://www.maricopa.gov/jobs>



Maricopa County

