

Eastern Oregon University Head Start Half Time Nutrition Assistant 2020-2021 School Year

Position Type: Resource Employee 19 hours a week

Department: Eastern Oregon University Head Start -- **Elgin Center**

Application Deadline: August 7, 2020; Open until filled

Description:

Assist cook in preparation of daily meals that meet Head Start and USDA requirements; encourage the participation of young children in the preparation and service of food, table setting and clean-up; maintain a sanitary and healthy environment for children.

Minimum Qualifications:

Applicant must have the ability to work with minimal supervision and accept guidance from others; maintain accurate records and perform simple mathematical calculations; work with people of varying social and economic backgrounds and maintain confidentiality. High school diploma or equivalent is required.

Additional Comments:

Starting date August 17, 2020 through June 4, 2021- 19 Hours/Week

Prior to beginning work, the successful candidate must:

- Provide documentation of verification (i.e. Passport, Driver's License, Official ID Card, Original Birth Certificate, Social Security Card)
- Enrollment in the Oregon Child Care Division Central Background Registry https://www.oregon.gov/OCC/Pages/On-line_application_informationpage.aspx
- Communicable Disease Verification from a qualified Healthcare Provider

Within 30 days of hire:

- Pediatric CPR/First Aid certification and a current Oregon Food Handler's Card will be required within 30 days of hire.

Compensation

Beginning Salary: \$14.39-\$14.68

Dependent on education and qualifications

Application Information: Along with the EOUPS application form submit the following:

To find application go to <http://www.eou.edu/hdstart/> at the bottom of the page.

To complete the application process, include:

- A written statement of your desire to be considered for the position;
- The completed Employment Application (all 4 pages);
- Affirmative Action Data Sheet (Optional)
- Photocopies of First Aid/CPR certification, Oregon Food Handler's card, if available, or any other documentation that supports your qualifications.
- You may be asked to provide additional information.

Submit Applications to: Eastern Oregon University Head Start
One University Boulevard
La Grande, OR 97850

Fax – 541-962-3794
Kyle Ludwig
Email – ludwigr@eou.edu
Phone—541-962-3409

All job offers are contingent on approval by the Head Start Policy Council.