Family Building Blocks
Job Description

Position Title: EHS Administrative Assistant/ Food Coordinator

Classification: Non-exempt, full-time

Time & Salary: 40 hours weekly starting at $16/hour

Reports to: EHS Program Director

Purpose:
Family Building Blocks (FBB) is a private, nonprofit organization that works to break the intergenerational cycle of child abuse and neglect by providing services for high-risk families that have children six weeks to five years old. Our goal is to build successful and resilient children, strengthen parents, and preserve families through comprehensive and integrated early childhood and family support services.

Summary:
This position completes a variety of tasks to support the Early Head Start (EHS) daily operations and administrative functions, from record keeping, to English/Spanish translation, to coordination of meetings and events with program parents and classroom food preparation, all in compliance with the Head Start Performance Standards and Act.

Essential Job Responsibilities:

Administrative and Parent Communication Duties 70%

- Prepare, translate, distribute and maintain written materials for EHS Policy Council and Health Services Advisory Committee meetings as directed by the Early Head Start Program Director.
- Provide simultaneous translation for Policy Council and Health Services Advisory Committee and other meetings as requested.
- Coordinate all details of planning, preparation and clean-up for Policy Council and Health Services Advisory Committee meetings.
- Maintain updated tracking systems for nonfederal share, staff training, parent involvement, event RSVPs, and kitchen inventory.
- Collect necessary information and complete a monthly English/Spanish calendar of events and parent newsletter.
- Collect information to keep EHS Training Logs updated, enter training information and attendance into database, and print certificates.
- Encourage parent involvement in all aspects of programming and respond promptly to parent inquiries. Assist with parent involvement activities such as socializations and events as needed.
- Assist with creating flyers and other mailings to families.
- Translate and format standard program forms, and scan and archive closed files.
- Input data from surveys into spreadsheets and tally data.
- Other duties as assigned.

Gracie’s Place Food Service Coordination 20%

- Maintain updated Kitchen Log Book.
- Receive food deliveries in accordance with USDA CACFP guidelines and assure vendor receipts match food amounts requested.
- Complete kitchen inventory and prepare shopping lists, store weekly food orders in accordance with requirements.
- Support other staff and volunteers with training and guidance around proper kitchen procedures.
- Assist with meal preparations as needed and ensure that all safety, sanitation and health standards are met.
- Work collaboratively with FBB staff to anticipate food orders and problem solve food issues.
- Provide support with menu development and distribution as requested.
Other (10%)

- Participate in EHS program trainings, events, and meetings as assigned.
- Provide bus monitor coverage as requested
- Model behaviors that demonstrate an understanding, acceptance and appreciation of diversity.
- Maintain respectful and positive communication regarding all children and families, adhering to FBB confidentiality policies.
- Commit to engaging and supporting volunteers as an integral part of program services.

Minimum Qualifications:

- Bilingual English/Spanish required.
- Requires a minimum of GED or high school diploma.
- Excellent written and verbal communication skills.
- Strong English/Spanish translation skills.
- Good time management skills, ability to meet deadlines.
- Skill in handling sensitive situations and information in a professional manner.
- Must have computer skills, use of the internet and email, proficient in Word, Excel and Publisher
- Minimum of one year USDA food production experience preferred.
- CPR/First Aid certified, have a current Food Handlers Card and registry in Child care Division-Criminal History Registry.

Job Conditions:
This position has frequent interruptions with occasional deadlines. A variety of interactions are required. In addition, these are the physical demands of the position: Occasionally is defined as 0 – 1/3 of an 8 hour day; Frequently is defined as 1/3 – 2/3 of an 8 hour day; Continuously is defined as 2/3 – 3/3 of an 8 hour day.

1. Standing – Frequently while preparing food. Lifting and/or Carrying – Frequently, while carrying food supplies, to and from vehicles. In general, may occasionally lift and/or carry items from 15-25 pounds.
2. Climbing/Balancing – Occasionally, while climbing steps to the upstairs or downstairs of the FBB sites. Climbing occurs approximately 1 – 4 times per day.
3. Stooping/Bending/Crouching – Occasionally, while picking up items off the floor.
4. Kneeling – Occasionally, while getting into lower cabinets and drawers.
5. Reaching/Stretching – Frequently, while retrieving cooking pans and utensils off shelves and items out of the oven.
6. Twisting – Occasionally, Preparing food in the kitchen.
7. Seeing – Continuously, in the performance of all facets of the job.
8. Driving – Frequently, weekly food shopping.
10. Environmental Conditions – Most of this position is performed in a heated & well-lit office.

Must have Oregon Driver’s License.

No offer of employment in this position is final until the favorable completion of an Oregon Child Care Division Background Registry, a physical exam, review of an acceptable driving record, negative TB test and a negative drug screening.

Family Building Blocks is an Equal Opportunity Employer