



## **VERNER**

For over 20 years, Verner Center for Early Learning has been a leader in more ways than one: our commitment to developing the youngest among us, our thorough support for families and communities, and our investment in the development of educators. Verner's centers provide a supportive, inclusive work environment, with a strong emphasis on one-on-one mentorship. Verner staff are expected to foster the inclusive, play-based, interactive and reflective learning atmosphere that families have come to expect of us. Ideal applicants are open-minded and willing to grow and learn about innovative child development and family engagement best practices. Our unique benefits package includes tuition assistance, paid training, and comprehensive mental health support. All Verner staff are also entitled to freshly prepared and complimentary breakfasts, lunches, and snacks, courtesy of our Rainbow in My Tummy nutrition program.

## **JOB DESCRIPTION**

The Program Assistant manages all food service responsibilities and sanitation activities related to the kitchen, completes required food service records, manages the kitchen and janitorial inventory, and shops for some meal components. This position may also spend time supporting classroom teachers and therefore must be comfortable working with young children. Additional responsibilities include greeting parents, children, and guests.

## **QUALIFICATIONS**

- 18 years of age
- Must have a driver's license
- High School diploma or equivalency; an Associate's degree is preferred
- Experience with children ages 0 to 5
- The applicant must be highly organized and skilled in the areas of math, and written and verbal communication
- Success in this position requires a personality that highly enjoys personal interaction, the ability to manage multiple projects at once, attention to detail, critical-thinking, flexibility, and a high degree of initiative
- Prior experience in food preparation and SafeServ certification preferred

## **BENEFITS & COMPENSATION**

- Freshly prepared breakfast and lunch daily, plus snacks, free of cost.
- Access to industry-leading one-on-one mentorship
- Tuition assistance for ongoing career development
- State of the art learning environment providing the highest quality early care
- Paid continuing education & training opportunities

- Affordable Medical, Dental, & Vision insurance available upon date of hire
- Life Insurance
- Short & Long term disability
- Matching 403(b) retirement plan
- 5 1/2 weeks paid time off your first year (this includes PTO and Holidays)

*Verner Center for Early Learning is an Equal Opportunity Employer.*

*In accordance with the Early Head Start mandate COVID-19 vaccination is required, with religious and medical exemptions accepted as required by law.*

*All Verner centers embrace DEIB (Diversity, Equity, Inclusion and Belonging) as organizing principles to foster safe and inclusive workplaces.*

Job Type: Full-time

Pay: \$14.00 - \$16.00 per hour

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday