

Highland Rim Economic Corporation/Head Start

Head Start Bus Driver/Cook/Kitchen Aide

Reports to: Health Services Manager & Facilities Manager

Policy Council Approval: 10/25/11

Responsibilities:

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and Written Plans.
- Ensures all kitchen paperwork and record keeping is completed accurately and in a timely manner.
- Assist in purchasing, ordering, receiving food items and dietary supplies.
- Properly store products, stocking them in appropriate location and keep inventory of items purchased.
- Ensure proper documentation of food, freezer, and refrigerator temperatures.
- Preparing meals and snacks in accordance with menus, adjusting meals and snacks to accommodate any and all allergies noted.
- Ensures cleanliness and sanitization of kitchen area/cooking surfaces, etc. in accordance with Health Department Regulations.
- Assist in ensuring cleanliness of the center by assisting teaching staff with janitorial duties as necessary.
- Ensure bus pre and post trip inspections are in compliance with State and Federal requirements.
- Ensure bus routes are established for children, parents and staff in a safe and effective manner.
- Ensure all bus passengers are restrained with appropriate safety systems.
- Ensure daily paperwork, maintenances repairs, and records are maintained in an organized, accurate and up to date manner.
- Ensures Safe Sam curriculum is being provided to the children and families every 30 days.
- Ensure children are released only to persons listed on the Highland Rim Head Start Emergency Card.
- Ensure emergency exit procedures are explained and practiced on a monthly basis with children and staff.
- Attends all assigned meetings/trainings.
- Assist in classroom as needed.
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities.
- Maintains confidentiality of all records and information for staff, children and families.
- Performs related duties as required.

Qualifications/Requirements: Bus Driver/Cook/Kitchen Aide

- High School Diploma or GED
- A minimum of 1-3 years experience in a commercial or institutional kitchen setting and related training.
- Possession of a valid Tennessee Commercial Driver's license and maintain a vehicle liability insurance policy
- Ensure periodic physical examinations and tuberculin test.
- Incumbents are subject to a criminal background check and must pass a pre-employment drug test and random drug and alcohol screenings.
- Prefer bilingual (English/Spanish)
- DOT Medical Card

Knowledge or Skills:

- Computer literate.
- Excellent verbal, written, and communication skills.
- Ability to communicate effectively with all levels of staff.
- Simultaneously handle multiple projects, which require solution research and implementation.
- Good interpersonal skills and the ability to work as a team member.
- Adheres to professional ethics and standards.

Working Conditions:

- This position requires incumbent to walk, sit, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Daily required to stand, climb, balance and stoop, kneel, crouch or crawl.
- Incumbent is required to regularly lift and/or move up to fifty pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The physical demands described above are representative of only some that must be met to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: Highland Rim Economic Corporation is an Equal Opportunity Employer and hires without regard to race, color, sex, age, disability, or national origin. This job description is not intended to be all-inclusive; employees may perform other related duties as negotiated to meet the needs of the organization.