

**Responsibilities:**

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and written plans.
- Assist bus driver with pre and post trip inspections to ensure compliance with state and federal requirements.
- Ensure all passengers are restrained with appropriate safety systems.
- 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 staff and perform various janitorial duties as needed to ensure the cleanliness of the bus and center.
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities.
- Maintain confidentiality of all records and information for staff, children, and families.
- Performs related duties as required.

**Qualifications/Requirements:**

- 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 Driver’s License and maintain a vehicle liability insurance policy.
- Ensure periodic physical examination 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).

**Knowledge or Skills:**

- Good verbal, written, and communication skills.
- Ability to communicate effectively.
- Interpersonal skills and the ability to work as a team member.
- Adheres to professional ethics and standards.
- Good interpersonal skills and the ability to work as a team member.

**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 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: 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.**

Highland Rim Economic Corporation  
06/18/2015

Signature \_\_\_\_\_

Date \_\_\_\_\_