

Highland Rim Economic Corporation

Title: Bus Driver/Cook	Reports to: Safety/Nutrition Manager
Status: Non-Exempt	Department: Head Start
Skill Level: 8	Pay Grade: 804
Location of Work:	

Description:

The Bus Driver/Cook is responsible for adhering to all operational procedures and policies for the Head Start Program to ensure compliance with Federal Performance Standards and written plans.

Responsibilities:

- Adheres to all agency operational Policies and Procedures and written plans in accordance with Federal Performance Standards and state and local guidelines
- Respects and maintains confidentiality and privacy of all records and information of staff, children, and families
- Reports suspected child abuse or neglect as required by law in accordance with agency policy and procedures and state guidelines
- **Responsible for assisting the agency in achieving the Non-Federal Share In-Kind match, as required by the Office of Head Start**
- Ensures all kitchen paperwork and record keeping is completed accurately and in a timely manner
- Assists in purchasing, ordering, receiving food items and dietary supplies
- Properly store products, stocking them in appropriate location and keep inventory of items purchased
- Assists 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 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
- Ensures children are released to persons listed on the Emergency Card
- Ensures Emergency exit procedures are explained and practices **monthly**
- Attends all assigned meetings/trainings
- Assists in classroom as needed
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities
- *Performs other duties as assigned to meet the needs of the organization*

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Qualifications/Requirements:

- High School Diploma or GED
- Possession of (or actively seeking) a Valid Tennessee Commercial Driver's License, DOT Medical card, 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 pre-employment/random drug and alcohol screenings
- Prefer bilingual (English/Spanish)

Knowledge or Skills:

- 1-3 years' experience in a commercial or institutional kitchen setting and related training
- Organizational, decision-making and multi-tasking skills
- Proficient in written and verbal communication
- At minimum, basic computer literacy
- Interpersonal skills and the ability to work as a team member
- Adhere to professional ethics and standards

Physical Requirements:

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 (50) fifty pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Travel up to 50-75%.

The required physical demands described above are not all inclusive in describing the demands 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.

This job description is not intended to be all-inclusive; employees may perform other related duties as negotiated to meet the need of the organization.

Signature: _____

Date: _____