

MountainHeart

Job Description

Job Title: Transportation/Nutrition Aide
Department: Early Head Start
Reports To: Lead Teacher
FLSA Status: Non-Exempt
OSHA Category: Category 1

Summary: This position is responsible for driving and minor maintenance to the buses. This position cooks, cleans and provides assistance in the classroom as needed.

Essential Duties and Responsibilities

- Operate transportation vehicle to conform to designated schedule transporting children to and from designated location.
- Assure safety of passengers being transported, including all applicable local, state, and federal laws and regulation.
- Adhere to the vehicle preventive maintenance schedule, including weekly cleaning and routine servicing.
- Attend in-service training, staff meetings, and other program functions as required.
- Adhere to established procedures necessary to assure a minimum Daily Average Attendance of 85% for program participants.
- Keep accurate records:
 - Daily mileage log
 - Service log
 - Gas purchase
 - Oil purchase
 - Meal records
- Report any deviation in the daily vehicle operation.
- Assist center teacher and assistant teacher in keeping all kitchen, play, rest, instructional areas, restrooms and storage rooms clean and safe.
- Assist center teacher and home visitor in classroom activities, field trips, tooth brushing, toileting and fire drills.
- Receive approval in advance from Nutrition Specialist before menu change.
- Prepare all food at designated times according to specified schedule.
- Purchase groceries and supplies as needed.
 - Complete purchase order
 - Consult fiscal office to receive the applicable inter-office purchase order number
 - Effect purchase
 - Reconcile cash register receipt with purchase order and purchase inventory prior to submitting to central office
 - Submit to fiscal for payment
- Maintain clean kitchen, dining and storage areas and dispose of garbage daily in designated receptacles.
- Ability to communicate with families in a warm and caring manner.
- Other duties as assigned.
- Maintain confidentiality at all times.

Supervisory Responsibilities

The position has no supervisory responsibility.

Prepared Date: June 2015 Approved by Policy Council: June 16, 2015
ALL PERSONNEL ARE AT WILL EMPLOYEES

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word, and Excel, excellent communication skills, and familiar with office equipment. Must have good recall memory, organizational and listening skills.

Education and/or Experience:

Must have high school diploma or equivalent and a valid West Virginia driver’s license, Commercial Driver’s License (CDL) with passenger, air breaks, school bus endorsement, bus sweep training and safe driving record; clear criminal background, maltreatment APS/CPS check and bondable.

Must have a yearly physical and TB testing, pass a DOT drug screen, obtain a Food handler’s Permit, and willing to be trained in Standard First Aid and Cardio-Pulmonary Resuscitation per Performance Standards and OSHA training. Other applicable Federal and State regulation.

Language Skills:

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit, reach, hear and talk. The employee may occasionally lift and/or move up to 50 pounds.

Work Environment:

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Employee Signature

Date