



HEAD START OF YAMHILL COUNTY
2045 SW HWY 18, MCMINNVILLE, OR 97128
POSITION DESCRIPTION

Revision Date: May 17, 2016	Position Number: HSYC – 12-09-TRANSUPER
Position Title: Transportation/Food Service Coordinator	Pay Range:
Reports to: Director of Business and Administrative Services	
FLSA Status: Exempt or Non-Exempt	
Positions Supervised: Bus Drivers/Kitchen Staff	

GENERAL DESCRIPTION

Coordinate and supervise the functions of the transportation/nutrition department for ages birth to five years create routes/menus, hire, train and supervise bus drivers/kitchen staff, order buses and equipment, monitor policies, coordinate routine maintenance, maintain related records to transportation and nutrition, and ensure compliance with Head Start Performance Standards, , Oregon Department of Education Pupil Transportation Regulations, and adhering to USDA/CACFP regulations. Drive routes/cover kitchen service as needed in the event of driver/cook absence.

MINIMUM QUALIFICATIONS:

1. Experience in supervising staff.
2. Current & valid Oregon Class B CDL driver’s license with: air brake, passenger, and “S” endorsement, valid auto insurance as required by state law, and reliable vehicle, required for continued employment.
3. Current DOT physical or ability to obtain before transporting children.
4. Pass a pre-employment drug screen,
5. Pass the ODE driver agility physical test.
6. Current school bus certificate (ODE), or ability to obtain before transporting children.
7. Ability to handle highly stressful and sensitive situations in a professional manner.
8. Ability to interpret and implement complex policies and regulations.
9. Ability to exercise tact and discretion in all employee interactions.
10. Strong organization and time management skills, ability to meet tight deadlines.
11. Intermediate to advanced computer skills, including internet and e-mail.
12. Willingness and ability to work with at risk children and families. Demonstrate the ability to use positive guidance techniques (PBIS) with children, families, and co-workers.
13. Demonstrate the understanding in ethical practices as listed in the NAEYC Code of Ethics.

14. Maintain confidentiality and exercise sound judgment concerning privileged information.
15. Good written and oral communication.
16. Must be free of child care-restrictible disease, as defined in OAR 333-019-0010, symptoms of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity that poses a threat to the health or safety of children.
17. Warm tone of voice, enthusiastic, energetic, compassionate, sensitive and respectful personality.

MINIMUM EDUCATION AND/OR EXPERIENCE:

1. Possess a high school diploma or GED
2. Strong knowledge of school bus transportation systems, typically acquired by working a minimum of one year as a transportation manager or three years as a school bus driver combined with supervisory experience.
3. Possess a background in child nutrition programs (USDA, CACFP) and meal service provision for Head Start, child care, preschool or school lunch programs.
4. Working knowledge of state and local regulations governing the transportation of children to and from school.
5. Experience with pre-school children, including at-risk, special needs, gifted, and culturally diverse populations.
6. Ability to coordinate efficient routes with service and educational schedules.
7. Minimum one year supervisory experience, directing, scheduling, and evaluating staff.
8. Must have scheduling flexibility to perform occasional after- hours emergency services.
9. Substantial decision-making relative to personnel, safety, fiscal and transportation/nutrition component management.

COMMUNICATION SKILLS:

1. Able to effectively communicate positively, respectfully, sensitively and confidentially with children, families and co-workers.
2. Represent the organization to the public in a professional manner.
3. Ability to read, speak, and write with proficiency in English language.
4. Bilingual/ Bi-literate English/Spanish preferred.
5. Ability to use various types of equipment to communicate; email, fax, telephone conversations and face-to-face meetings.
6. Must be able to communicate with peers and Coordinators to relay important information quickly and effectively regarding children and families.
7. Ability to participate in effective conflict resolution practices.

OTHER QUALIFICATIONS:

1. Significant problem solving to ensure program and system congruence.
2. Maintain a system of consistent and accurate exchange of information with staff, vendors and sub-contractors.
3. Perform on site evaluations and collaborate with staff regarding transportation and nutrition staff performance.
4. Conduct and attend meetings and trainings as appropriate.
5. Perform other duties as requested.

CERTIFICATE, LICENSES, REGISTRATIONS:

1. Registration and approval to work in a child care facility, and continued enrollment with the Criminal History Registry of the Oregon Child Care Division.
2. Valid Oregon driver's license/Class B CDL/School Bus Drivers Certificate.
3. Valid vehicle insurance, as required by state law.
4. Obtain First Aid/CPR certification within 90 days of hire.
5. Obtain Food Handler's permit within 90 days of hire.
6. TB clearance and employment physical; kept current according to HSYC policies.
7. DMV Driving Record check.
8. Pre-employment and random drug testing.
9. School bus drivers physical examination card.

Note: Applicant must be enrolled in the Criminal History Registry and is subject to fingerprinting and criminal records checks as required by ORS 181.537, and child protective services records checks.

ESSENTIAL JOB DUTIES:

1. Participate in providing a safe and healthful environment on a daily basis.
2. Hire, train, supervise, coach and evaluate the performance of bus drivers and kitchen staff.
3. Ensure drivers are trained, licensed, tested and certified as required by law to drive agency vehicles.
4. Facilitate regular staff meetings and problem solving sessions.
5. Collaborate with staff and families regarding driver performance.
6. Design, provide and routinely assess driving, safety, PBIS, and other related training.
7. Maintain accurate records/documentation of training, licensing, testing, physicals, driving records/kitchen onsite monitoring, expenditures, etc.
8. Model direct, positive, honest, and respectful behavior in every aspect of work with children, families, staff, and community members.
9. Assess transportation and training needs: evaluate requests for service and current expertise levels of drivers, and create plans to assure that both adequate transportation and qualified drivers are available to meet current needs.
10. Define routes: identify the most efficient routes and arrange for ample staffing to meet the transportation needs of children and families.
11. Participate in creating an environment that is safe, clean, healthy, and developmentally appropriate.
12. Drive bus routes as needed to support program operations.
13. Closely work in collaboration with other Coordinators in the delivery of regular staff and training regarding USDA/CACFP training and Civil Rights.
14. Participate in the coordination of the annual Program Self-Assessment and follow up planning for improvement.
15. Collaborate with Coordinators to develop and maintain written policies, procedures and work plans.
16. Participate in the decision making and implementation of program goals and objectives.
17. Monitor classroom food service delivery to assure compliance with Federal, State and

- program regulations and procedures.
18. Oversee the preparation of menus for meals prepared on site.
 19. Arrange for contracted food services and nutrition consultant service.
 20. Oversee the acquisition of food service supplies/equipment and arrange for the repair, replacement and inventory of food service equipment.
 21. Assure that all USDA documents and records are accurate, up-to-date, and reported on time.
 22. Maintain on-going yearly inspections-Fire; Sanitation; USDA site monitoring visits; Health & Safety checklists.
 23. Participate in recruitment and hiring of food service staff and in securing substitutes for food service.
 24. Be available to cover kitchen positions if substitutes are unavailable.

SUPERVISORY RESPONSIBILITIES:

1. Coordinate the functions of the Transportation and Nutrition Department in the safest and most efficient way possible while still complying with Head Start of Yamhill County's Performance Standards and the Department of Education Rules/USDA regulations.
2. Act as a mentor to bus drivers and kitchen staff to support their duties and responsibilities.
3. Use Reflective Supervision with staff and co-workers as a method of building on strengths and encouraging growth and development as effective and vital members of the HSYC Agency.
4. Encourage and support professional development opportunities.
5. Facilitate resolution of conflicts within the organization according Agency policies and procedures.
6. Promote a consistent exchange of information in all directions.
7. Promote training that meets team and individual needs.
8. Participate in supervising, training, and evaluating staff.

ADDITIONAL JOB DUTIES:

1. Promote a cooperative team environment
2. Ability to travel to out-of-town training sessions and overnight meetings as required.
3. Participate on committees
4. Make SAFETY a priority
5. Any other duties as assigned.

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 the job, the employee is occasional crouching, bending, twisting, stooping, kneeling, etc. to facilitate various, transportation, kitchen, and classroom activities on a regular basis.

1. Drivers are required to pass Oregon Department of Education physical agility test with the ability to drag 125lbs 30 feet in 30 seconds, be able to exit through emergency door in less than 10 seconds etc.
2. Frequent sitting, leg/foot use, frequent reaching, frequent twisting, continuous neck motions, ability to climb up and down stairs.
3. Physical capability, strength and coordination adequate to operate a 20-45 passenger school bus.
4. Occasional lifting up to 80 lbs., with assistance, load and transport children, bulk supplies, furniture, fixtures, etc.
5. Regular keyboarding, filing, phone and computer use while sitting at a workstation.
6. Regular standing, kneeling, stooping, bending and driving.

MENTAL DEMANDS:

1. Job requires mental alertness.
2. Ability to anticipate possible crisis situations and deal with them effectively.
3. Ability to use good judgment with at-risk client populations.

WORK ENVIRONMENT:

The work environment characteristics 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 following essential functions:

1. Ability to coordinate multiple projects simultaneously, and to work under the pressure of deadlines and frequent interruptions.
2. Exposure to outside weather conditions.
3. Driving in all conditions.
4. Indoor environment.
5. Exposed to wet and/or humid conditions due to outside weather conditions.
6. Work within a team environment.
7. Exposed to chemicals and fumes.

CONFIDENTIALITY:

Respects the confidentiality of information about Head Start enrolled children and families, agency staff, personnel issues and other program operations

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

Signature

Date

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.