

**Karuk**

**Community**

**Development**

**Corporation**

## **Emergency Vacancy Announcement**

The Karuk Community Development Corporation is now accepting applications for the position of:

**Head Start Bus Monitor/Cook Assistant  
(\$8.00 to \$8.88, depending on experience)**

Full Time, Non-Entry level, Non-Exempt

Under the supervision of the Teacher/Center Supervisor, will assist the Head Start Bus Driver in ensuring the safety of the children while riding, boarding, or exiting the vehicle and assist the driver during emergencies. Under the direct supervision of the Teacher/Center Supervisor, will be responsible for assisting the Center Cook in preparing meals and snacks, support nutrition activities, assist with cooking, clean-up, shopping, paperwork, ordering supplies, and assist in the special dietary needs of Head Start children. May act as substitute in the absence of the cook. Shall follow detailed instructions and maintain a harmonious working relationship with other employees, and parents/guardians.

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us/jobs/](http://www.karuk.us/jobs/) **Tribal (TERO) Preference** shall apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

**Individuals interested in applying for this position must submit an employment application to the Happy Camp Human Resources Office no later than 5pm, Friday, November 2, 2012.**

*Position Posted On: 10/30/2012 3:49 PM*

**POSITION DESCRIPTION**

**Title:** Head Start Bus Monitor/Cook Assistant

**Reports To:** Teacher/Center Supervisor

**Location:** Yreka Center

**Salary:** \$8.00 to \$8.88 per hour, depending on experience

**Summary:** Under the supervision of the Teacher/Center Supervisor, will assist the Head Start Bus Driver in ensuring the safety of the children while riding, boarding, or exiting the vehicle and assist the driver during emergencies. Under the direct supervision of the Teacher/Center Supervisor, will be responsible for assisting the Center Cook in preparing meals and snacks, support nutrition activities, assist with cooking, clean-up, shopping, paperwork, ordering supplies, and assist in the special dietary needs of Head Start children. May act as substitute in the absence of the cook. Shall follow detailed instructions and maintain a harmonious working relationship with other employees, and parents/guardians.

**Classification:** Full Time, Non-Entry level, Non-Exempt

**Bus Monitor Responsibilities:**

1. Provides safety at all times for children.
2. Monitors children and adults while being transported.
3. Assists in emergency situations to assure they are handled quickly, calmly, and effectively.
4. Checks messages before each trip.
5. Assures children are properly seated and secured in safety belts.
6. Assures child is signed on and off the bus by a responsible adult.
7. Distributes "take home" material with coordination of teacher, and teacher aid.
8. Assures no food or drinks are consumed on the bus.
9. Assists in daily health observations of children.
10. Reports suspicions of physical, social, and emotional or sexual abuse or neglect of children.
11. Assists bus driver in conducting evacuation drills.
12. Participates in staff meetings, conferences and training sessions and workshops as assigned.
13. The Bus Monitor will be trained in the following areas:
  - a. Child boarding and exiting procedures.
  - b. Use of child restraint systems.
  - c. Any required paperwork.
  - d. Responses to emergencies.
  - e. Emergency evacuation procedures.
  - f. Use of special equipment.

- g. Child management skills.
  - h. Child pick-up and release procedures.
  - i. Pre and Post Trip vehicle checks.
  - j. First Aid and CPR Training.
14. Other job related duties as assigned.

**Cook Assistant Responsibilities:**

1. Must adhere to the sanitation and safety requirements of the nutrition component of the Indian Health Services Environmental Health Survey, Food Handlers Permit regulations and Head Start regulations.
2. Must attend training conferences/workshops with site staff to keep abreast of the current nutritional requirements.
3. Assist cook and staff in planning nutrition activities.
4. Must provide safety at all times for children to help prevent choking, burns and food borne illnesses. Must have knowledge of children's food allergies.
5. Assist cook in menu planning, food purchases, and paperwork.
6. Assist cook in providing breakfast, lunch and snack on a time schedule.
7. Provide input into cultural foods into menu planning.
8. Assist with food preparation for field trips.
9. Assist cook in maintaining kitchen in an orderly fashion and keep sanitary. Assists in cleaning kitchen appliances, food service equipment, floors, countertops, and tables.
10. Must be available for local and out of town travel for job related training and meetings.
11. Other job duties as assigned.
12. Must be able to adhere to a flexible work schedule Tuesday through Friday.

**Qualifications:**

1. Have the ability to work Native American children and families.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain a harmonious and positive working relationship with staff, parents, children and public.
4. Must be able to follow verbal and written instructions.

**Requirements:**

1. Must be willing to obtain a Food Handlers Permit within 6 months of job responsibility.
2. Maintain knowledge of the California Child Care Food Program requirements, Early Childhood Nutrition and Head Start Performance Standards.
3. Experience in food service and meal times for small and large groups.
4. Experience in sanitary janitorial service.
5. Must have good time management skills and sound judgment.
6. Ability to complete forms, reports and daily logs.
7. Must be able to read and write clearly and be proficient in basic math skills.
8. Must possess a valid driver's license, good driving record, and be insurable by the KCDC insurance carrier.
9. Must submit to a initial TB test and medical examination and on- going every two years.
10. Must successfully pass a pre-employment drug and alcohol screening test and criminal background check.
11. Must sign the Karuk Head Start Employee Conduct and Confidentiality Document.
12. Must be able to bend at the waist, squat, and lift. Must be able to carry up to fifty (50) lbs. Must be able to sit on the floor with children and at children's tables in child size chairs.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Council/KCDC Board Approved: July 2007**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_