

## **JOB OPENINGS**

Middle Kentucky Community Action Partnership, Inc. is requesting applications for the following positions in our Head Start Program: **Cook - Breathitt County (4 days a week, 7.5 hours a day)**, **Bus Driver - Lee County (4 days a week, 5 hours a day)**, and **Bus Monitors for Breathitt, Lee and Wolfe County (4 days a week, 4 hours a day)**.

### **Cook**

#### **Job Description**

- Produce In-Kind as needed.
- Order food and supplies based on menus.
- Keep inventory up to date.
- Complete all required paperwork.
- Working as a team member to ensure all regulations are met during food preparation and service.

#### **Qualifications**

- Will obtain food handler certificate.
- Experience in commercial or school kitchen service preferred.
- Food manager or food handler certification preferred.

### **Bus Driver**

#### **Job Description**

- To safely transport children to and from Head Start Centers, and on approved Head Start activities or functions.
- You will establish/update bus routes.
- You must complete and maintain all required paperwork along with completing daily safety and maintenance checks of your bus.
- You will conduct evacuation drills.
- You must follow all rules, regulations and responsibilities set forth by Kentucky Department of Transportation and Performance Standards.

#### **Qualifications**

- Must have Commercial Drivers License (CDL) with PS endorsement.
- Good driving record with no convictions concerning vehicle operation in the past 12 months.
- Must be twenty-one years of age.

### **Bus Monitor**

#### **Job Description**

- Helping children on and off the bus.
- Helping the children buckle seat belts.
- Support the driver in maintaining bus rules.
- Implement age and developmentally appropriate activities with the children during the bus ride and keeping required paperwork up to date and accurate.

#### **Qualifications**

- Must have transportation to meet the driver.

**All positions require a valid Kentucky driver's license, and a high school diploma or GED. Applicant must be able to pass pre-employment and random drug testing throughout employment. All applicants must be able to pass a Criminal Record Check and a Child Abuse and Neglect Check. Also all applicants must have a current physical examination and TB skin test upon hire.**

Application may be picked up at any Middle Kentucky location or from our website at [www.mkcap.org](http://www.mkcap.org).

Deadline: Application must be received no later than Wednesday, July 12, 2017 at noon. Application can be faxed to (606) 666-9780—Attn: Human Resource Department, or can be dropped off at any Middle Kentucky location throughout our service area including the Central Office located at 171 Howell Heights Jackson, KY 41339

**Middle Kentucky Community Action Partnership, Inc. is an Equal Opportunity Employer**