

College of Southern Idaho Head Start/Early Head Start
JOB DESCRIPTION

JOB TITLE: CFT Services Coordinator
SALARY LEVEL: H

DRAFTED: 2013
REPORTS TO: Systems Specialist

MISSION STATEMENT: The CFT Services Coordinator is responsible to ensure the compliance of the Head Start/Early Head Start Program with all Transportation, CACFP/USDA, and Facility health and safety standards outlined in the Head Start Performance Standards, including applicable local, state and federal laws. This position will administer the CACFP/USDA program and provide technical assistance for Center Supervisors to manage the general maintenance of the Head Start facilities and state daycare licensing requirements.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat Head Start participants, community members and fellow staff with positive.
2. Coordinate equipment bidding and purchasing process.
3. Develop and maintain a record keeping system for all building purchases and remodels within the program.
4. General supervision of maintenance personnel.
5. Develop and monitor a program wide record keeping system to ensure compliance with all Davis Bacon requirements, daycare licensing, CACFP/USDA monitoring mandates and children's food allergy issues.
6. Develop and monitor a program wide record keeping system to ensure building & playground maintenance and safety.
7. Develop and maintain a work order system including submission, processing and completion.
8. Administer the CACFP/USDA program.
9. Develop and maintain CACFP/USDA documentation, monitoring, training for Food Service staff and Center Supervisors on pertinent CACFP regulations.
10. Update Facilities and Transportation work plans annually.
11. Coordinate fleet vehicle bidding and purchasing process.
12. Compile and maintain an up-to-date inventory of all program owned/fleet vehicles and fuel cards.
13. Track and monitor maintenance records of all program owned/fleet vehicles.
14. Ensure vehicle registration and insurance are current and accurate.
15. Provide ongoing training to program bus drivers.
16. Complete onboard observations as outlined in Transportation work plan.
17. Maintain a positive relationship with internal and external contacts.
18. Participate in the ongoing program evaluation and planning process.
19. Collaborate with other leadership staff to ensure that Head Start maintains the highest quality services.
20. Participate in an individualized continuing education plan including CPR and First Aid.

ADDITIONAL:

- Perform other duties as assigned.

QUALIFICATIONS ESSENTIAL:

- Baccalaureate in a related field or a combination of related education and experience
- Proficient computer literacy in Word Processing, Excel, PowerPoint, Internet, Email, Outlook, and other related office systems
- Strong written, oral, and interpersonal communication skills
- Ability to attend to detail and follow directions with thoroughness and accuracy
- Ability to work on multiple tasks
- Ability to develop and maintain working relationships with staff and administration
- Coordination and planning skills
- Complete criminal record check from Department of Health & Welfare's Criminal History Unit prior to consideration for hire

I, _____ have read this job description and understand its contents.
(Print your name here)

Employee Signature

Date

Witness Signature

Date

Drug Free Work Place