

**Tri-County Virginia O.I.C.
Apple Country Head Start**

444 Shady Elm Road
Winchester, VA 22602
540-869-1558
540-869-5583 Fax



JOB POSTINGS

Tri-County Virginia, OIC is seeking friendly and professional individuals for the following position to join our Apple Country Head Start program to serves children ages 3-5 in Clarke County, Frederick County and Winchester City.

Nutrition/Bus Aide

Position Summary: The Nutrition/Bus Aide is responsible for meal-time nutrition services of Apple Country Head Start. This includes preparing meal-time areas, picking up and delivering food, preparing food for meals, and assisting with meal times. The Nutrition Aide ensures proper food handling and safety. This person will be responsible for maintaining the kitchen to ensure that it is a healthy, safe, clean, and sanitary environment for children, families, and employees. The Nutrition Aide is responsible for food and supply inventory and ordering.

The Nutrition/Bus Aide is responsible for assisting and supporting bus drivers on daily bus routes. The Nutrition/Bus Aide serves as the bus monitor and ensures the safety of the children when boarding, riding, or exiting the bus.

Qualifications: The minimum qualifications for this position are a High School Diploma/GED. This person will have kitchen and USDA/CACFP experience and/or training.

All applicants are required to submit an application (that is found on www.acheadstart.org), a letter of intent, educational transcripts or certificates, and three references. All applicants must pass criminal background checks, and have no prior convictions.

Mail to:

Apple Country Head Start
Attn: Admin. Assistant
444 Shady Elm Road
Winchester, VA 22602

Deadline for Submission: Open until Filled

Apple Country Head Start is an equal opportunity employer