

## Region 9 Education Cooperative

### Job Description

<b>POSITION TITLE:</b>	<b>Head Start/PreK Food Transport</b>
<b>Department:</b>	<b>Head Start/PreK</b>
<b>Program:</b>	<b>Head Start/PreK</b>
<b>Reports To:</b>	HS/EHS Assistant Director
<b>Work Hours:</b>	1,275 hours per year
<b>Contract Days:</b>	Minimum 170 days
<b>FLSA Classification:</b>	Non-Exempt
<b>Employment Status:</b>	Full Time
<b>Employment Classification:</b>	Unlicensed Employee
<b>Salary Schedule:</b>	2026-2027 HS/EHS Floaters
<b>Duty Station:</b>	Ruidoso

### Position Overview

The Head Start Food Transport Person is responsible for safely transporting meals, food supplies, and related materials between program sites while following health, sanitation, and safety regulations. This position supports nutrition services by ensuring timely meal delivery, maintaining proper food temperatures, and assisting with kitchen and food service operations as needed.

---

### Key Responsibilities

#### General and Interpersonal

1. Represent Region 9 programs and member districts in a professional manner.
2. Communicate in a positive, culturally sensitive manner with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of Region 9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
3. Demonstrate promptness and punctuality in reporting to work to ensure continuity, consistency, and quality of services on a daily basis, including attendance at mandatory program meetings.
4. Demonstrate proficient verbal and written communication skills and the ability to manage conflict in a civil, professional and courteous manner.
5. Demonstrate initiative, decision making, and flexibility in the performance of various job functions.
6. Demonstrate basic proficiency with technology, including but not limited to email, organization, time-tracking systems, and other technology platforms necessary to perform the responsibilities required.

*Head Start / PreK Food Transport, June 2026*

*Region 9 does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, handicap/disability, serious medical condition, equal compensation, genetic information, pregnancy, sexual orientation, gender identity, veteran status, marital status or spousal affiliation in employment practices or the provision of services.*

## **Region 9 Education Cooperative**

7. Provide inter-departmental planning and programming collaboration and cross-program overflow assistance when needed.
8. Demonstrate understanding of and compliance with the Region 9 Employee Policy Manual.
9. Adhere to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
10. Support the Region 9 mission, vision, values and goals.

### **Department/Program Job Duties/Competencies:**

- Understanding and compliance with the REC9 employee policy manual, R9 Head Start/EHS Policy Manual, and Time Clock system are required. Perform the functions of this position with a strong understanding of the Head Start Performance Standards, Head Start Act, PreK Standards, licensing, and the program's Policies and Procedures.
- Keeping the facility clean on a daily and/or regular basis. Keeping the kitchen area and surfaces clean. Disposal of all trash daily.
- Responsible for breakfast, lunch, and snack transportation from the program's food vendor to the Early Head Start Classrooms daily. Complete food production records and forms as required by CACFP.
- Clean all dishes and put away all serving ware. Provide a request for cleaning supplies and/or equipment.
- May be asked to assist in the classrooms as a Floater, while following all policies and procedures set forth by Region 9 and Early Head Start. Assist the teacher in the guidance and facilitation of effective classroom management and the implementation of established curricula in the classroom and outdoor environment.
- Support the social and emotional development of children through positive classroom climate in the implementation of Conscious Discipline and other methods.

*Head Start / PreK Food Transport, June 2026*

*Region 9 does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, handicap/disability, serious medical condition, equal compensation, genetic information, pregnancy, sexual orientation, gender identity, veteran status, marital status or spousal affiliation in employment practices or the provision of services.*

## Region 9 Education Cooperative

- Create a warm, nurturing, safe environment that supports the maximum learning potential for children.
  - Maintain the ratio at all times. Adhere to all safety and supervision of children at all times, including rest time, diaper changing and potty training, and outdoor time.
  - Ensures children are actively supervised at all times, including in the classroom, during transitions, on the playground, and at any other time during the school day. Conduct name-to-face checks accurately, count the children in and out, and follow all other active supervision procedures. Understands the consequences when a child is left unattended and/or lost when being cared for in our program.
  - Change diapers and assist with toileting, potty training, and self-help skills.
  - Participate in staff meetings throughout the year as scheduled, and any other professional development pertinent to the job, including HS/EHS Pre-Service. Complete all the required ECECD training and Region 9 training within the allotted time frame.
  - Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- 

## Qualifications

- A high school diploma or equivalent.
- Work experience in a childcare, educational setting, or food service setting is preferred but not required.
- Good written and verbal communication, interpersonal skills, organizational skills, time management, and computer skills. Must be able to read, write, and speak English. If not proficient in English, must enroll in ESL classes to learn to communicate in English within 1 year of hire.
- Must demonstrate dependability, cooperation, loyalty, responsible attitude, and behavior. Must work collaboratively in a team setting. Must be able to pass a criminal history background check before the hiring date, complete an initial health screening, and a TB test. Other qualifications

*Head Start / PreK Food Transport, June 2026*

*Region 9 does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, handicap/disability, serious medical condition, equal compensation, genetic information, pregnancy, sexual orientation, gender identity, veteran status, marital status or spousal affiliation in employment practices or the provision of services.*

## Region 9 Education Cooperative

determined necessary by the Head Start Director or Executive Director.

### Working Conditions

- Works across multiple program sites and kitchen or classroom locations
- Requires lifting, carrying, loading, and unloading food containers, supplies, and equipment
- Works in both indoor and outdoor environments and varying weather conditions during deliveries
- Frequent interaction with children, families, and staff
- May assist as a classroom floater when needed to support program operations
- Requires the ability to bend, stand for extended periods, and move throughout facilities safely
- Must follow sanitation, food safety, and confidentiality procedures at all times
- May occasionally attend trainings or meetings as required

### Physical Requirements

#### I. SITTING TASKS

- A. Sitting is a frequent requirement 34 - 66% of the time

#### II. WALKING TASKS

- A. Walking is an occasional but essential requirement up to 33% of the time

#### III. STANDING TASKS

- A. Standing is an occasional but essential requirement up to 33% of the time

#### IV. SPRINTING/RUNNING

- A. Sprinting/running is an occasional requirement  
Example: in case of emergency

#### V. FLEXIBILITY

- A. Bending or twisting at the neck is an occasional requirement up to 33% of the time
- B. Bending or twisting at the trunk is an occasional requirement up to 33% of the time
- C. Squatting/stooping/kneeling is an occasional but essential requirement up to 33% of the time
- D. Reaching above the head is an occasional but essential requirement up to 33% of the time
- E. Reaching forward is an occasional but essential requirement up to 33% of the time
- F. Repeating the same hand, arm, or finger motion many times is an occasional requirement up to 33% of the time

*Head Start / PreK Food Transport, June 2026*

*Region 9 does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, handicap/disability, serious medical condition, equal compensation, genetic information, pregnancy, sexual orientation, gender identity, veteran status, marital status or spousal affiliation in employment practices or the provision of services.*

## Region 9 Education Cooperative

### VI. USE OF ARMS AND HANDS

- A. Manual dexterity is a frequent requirement 34 - 66% of the time
- B. Finger dexterity is a frequent requirement 34 - 66% of the time

### VII. LIFTING 10 - 25 POUNDS

- A. Lifting 10 - 25 pounds is an occasional but essential requirement
- B. Lifting above the shoulders is a rare requirement
- C. Lifting above the waist is an occasional but essential requirement
- D. Lifting above the knees is a frequent requirement

### VIII. LIFTING 26 - 50 POUNDS

- A. Lifting 26 - 50 pounds is an occasional requirement up to 33% of the time
- B. Lifting items above the shoulders is a rare requirement
- C. Lifting items above the waist is an occasional but essential requirement
- D. Lifting items above the knees is a frequent requirement

### IX. LIFTING 50 - 75 POUNDS

- A. Lifting over 50 pounds is not a requirement

### X. PUSHING AND PULLING

- A. Pushing and pulling 75 pounds and over is not a requirement
- B. Pushing and pulling 50 - 75 pounds is an occasional requirement
- C. Pushing and pulling 25 - 50 pounds is an occasional requirement

### XI. CARRYING TASKS

- A. Vision
  - 1. Being able to see at a distance is a frequent requirement
  - 2. Being able to see closely is a continuous requirement
  - 3. Having depth perception is a frequent requirement
- B. Hearing
  - 1. Being able to hear in a quiet environment is a frequent requirement
  - 2. Being able to hear in a noisy environment is an occasional but essential requirement
  - 3. Being able to locate noise is an occasional requirement
  - 4. Being able to differentiate noise is a frequent requirement
- C. Speech/Communication
  - 1. Communicating through written and spoken language is a continuous requirement

### XIII. USE OF PROTECTIVE EQUIPMENT

- A. None

*Head Start / PreK Food Transport, June 2026*

*Region 9 does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, handicap/disability, serious medical condition, equal compensation, genetic information, pregnancy, sexual orientation, gender identity, veteran status, marital status or spousal affiliation in employment practices or the provision of services.*

## Region 9 Education Cooperative

**Note:** These duties are neither exclusive nor exhaustive, and the employee may be required to undertake other duties and responsibilities as assigned. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations.

---

### Acknowledgment

By signing below, I acknowledge that I have read, understood, and agree to perform the duties outlined in this job description to the best of my ability.

**Employee Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

*Head Start / PreK Food Transport, June 2026*

*Region 9 does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, handicap/disability, serious medical condition, equal compensation, genetic information, pregnancy, sexual orientation, gender identity, veteran status, marital status or spousal affiliation in employment practices or the provision of services.*