



Plaza de la Raza Child Development Services, Inc.
13300 Crossroads Pkwy N. Suite 440, City of Industry, CA 91746
Tel. (562) 776-1301
www.plazadelaraza.info

Employment Opportunity

Posted Date: September 14, 2018

Closing Date: September 24, 2018 or Until Filled

Position Title: Nutrition Aide I - Driver
Reports To: Nutrition Supervisor
Department: Nutrition
Employment Status: Non-Exempt / 9.5 months per year
Salary Range: \$14.74 - \$15.48 per hour
Work Location: Los Angeles County

I. Program Summary

Plaza de la Raza Child Development Services, Inc. (Plaza) is a comprehensive early childhood education program with a focus on school readiness for children zero to five years of age. Developmentally appropriate services are provided for children from low income families, zero to five years of age. Plaza de la Raza currently serves approximately 1,600 children and their families.

II. Summary of Duties

Drives a company vehicle to Head Start centers over specific routes and according to planned time schedules. Transports program materials, equipment, and food supplies and other items to and between Head Start centers, administrative offices, and central kitchen. Knowledge of health and safety standards and procedures in food handling and food preparation. Knowledge of laws and regulations in operating a motor vehicle; DMV regulations relevant to transporting children.

III. Qualifications & Experience

A. Education

High school diploma or G.E.D equivalent is required. Must possess a valid California Food Handler Certificate and/or Card.

B. Experience

Minimum of three (3) years of experience in driving a passenger car or one (1) month of work experience in transporting children by school bus in California.

I. Special Requirements

Medical Examination: Prior to first day of employment, employees must submit an initial health screening, tuberculin (TB) skin test or chest x-ray clearance, immunization records for measles, pertussis (whooping cough) and influenza. *

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Fingerprint Clearances: All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), Sex Offender Registry and the Child Abuse Index prior to starting work.*

Other Special Requirements: Must have the use of an automobile with adequate insurance coverage and a valid California drivers license, or have available private transportation. Must have verification that determines eligibility for employment in the United States of America.

** Failure to meet medical standards and/or criminal record clearance may result in withdrawal of contingent offer of employment.*

II. Benefit Plans

Plaza offers eligible employees the opportunity to select plans and programs that meet individual and family needs through our comprehensive benefit plans

Health Care: Medical, Dental, Vision, Long Term Disability Insurance, Life Insurance, and FSA
Financial: 401(k) Plan and Direct Deposit
Time Away From Work: Annual Leave, Holidays, Personal /Sick Days, Leave of Absence, Jury Duty and Bereavement Leave
Work/Life Solutions: Life Assistant Program

III. Physical Demands

The physical demands and work environment characteristics described here are representative of those that must be met, or are encountered, by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and climb or balance. The employee may frequently lift and/or move a minimum of 25 pounds up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

IV. Application Procedures

Applicants interested in the position must complete Plaza de la Raza employment application. Resumes are not accepted in lieu of application materials. Applicants may obtain an employment application from Human Resources department located at **13300 Crossroads Parkway North, Suite 440 City of Industry, CA 91746**, or may download the application from the Careers section at www.plazadelaraza.info.

Applicants must submit a complete application packet to Human Resources Department via email jobs@pdlr.org or by regular mail to:

Plaza de la Raza Child Development Services, Inc.
Human Resources Department
13300 Crossroads Parkway North, Suite 440
City of Industry, CA 91746

Employment application packets must include all of the following documentation:

1. Cover letter
2. Employment Application
3. Resume
4. High School Diploma or G.E.D.
5. California Food Handler Certificate and/or Card

*** Only complete application packets will be considered for the screening and selection process.**