

Operations & Transportation Supervisor

The Operations & Transportation Supervisor is responsible for the overall management of operational areas of Facilities and Maintenance, Transportation and Food Service that support the programs and centers to operate efficiently and effectively by ensuring that the sites are safe and healthy environments meeting all Federal, State and local licensing and health codes/regulations applicable to their type of use. The position oversees the transportation fleet, storage facilities, and administrative offices. Bachelor's degree required with a minimum of 3 years facilities, custodial, food service, IT, or related work experience or a combination of education and experience, required. Previous supervisory experience, required. An understanding of the Head Start philosophy and the ability to implement its principle of shared authority and decision-making. Multi-unit management experience, required. Prior experience in project management, required. Prior experience in facilitating and delivering training programs, preferred. The ability to develop a fiscally sound budget. Experience in Human Services program management, including program planning, operations, and evaluation, and the use of management information systems. Ability to respond appropriately to the cultural differences present among the agency's service population. Ability to communicate effectively, verbally and in writing. Demonstrated computer literacy skills, using MS Office applications and other basic data systems including internet navigation. Detailed, well-organized, and data-driven, with the ability to prioritize and multitask. Physical exam, TB and Drug Screening and criminal background, required. Must have valid driver's license which meets the requirements of the agency's insurance carrier. Full-time, with benefits.