

HIGHLAND COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
OPERATIONS ASSOCIATE  
MAINTENANCE, BUS DRIVER/AIDE AND KITCHEN

HCBD is looking for an operations associate who can serve as a backup bus driver and assist the Vehicle Operator/ Bus Driver in the control of students and adults on the bus. Will also assist in kitchen with food service and pureeing meals. Customer service skills are required; food service is given in a friendly, quick and courteous manner using proper service techniques and portioning guidelines. The associate shall be completely knowledgeable with the day's menu prior to beginning meal service. Serving lines are full, clean and organized. Complaints or concerns are handled positively and efficiently, escalating to the supervisor as necessary. Assists and supports Community Services events and outings. Assists maintenance department as needed. Must be able to lift 50-70 lbs on a regular basis and walk and stand for 8 or more hours at a time. The schedule for this position is M-R (4 ten hour days) during the school year (9 months per year). High school diploma or equivalent required.

180 day probation period must be completed. Individual must be able to pass BCI and FBI criminal background checks as required by the Ohio Revised Code; pass a pre-employment drug screen, physical and TB test, and have a valid Ohio driver's license with a clean driving record and a satisfactory MVR score with CORSA. Must have (or be willing to obtain) a CDL with passenger endorsement to drive the school bus. HCBDD is an EOE employer. Information about this position and employment applications can be found on our website [www.highdd.org](http://www.highdd.org). Please send employment application, resume, and cover letter including salary requirements via email to [ebrennfleck@highdd.org](mailto:ebrennfleck@highdd.org). No telephone calls please.

6/13/17