



Helping People. Changing Lives.  
Bolivar County Community Action Agency, Inc.  
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Elnora Littleton, Executive Director  
Head Start/ Early Head Start Director

**TO:** ALL

**FROM:** Regina Spivey, PhD, Human Resources Director/Trainer

**RE: JOB VACANCIES**

**DATE:** March 10, 2023

**Bolivar County Head Start/Early Head Start Program** has the following job openings:

#### **NUTRITION DIRECTOR (1)**

Directs and supervise the planning, scheduling, and preparation of meals and snack provided to children enrolled in Bolivar County Head Start Programs that meet USDA and MS state regulations. Must provide information and guidance to the staff concerning the principles of good nutrition, sanitary practices, proper use of kitchen equipment, and attractive food preparation. Designs and conducts an in-service training program that will provide the cooks with food preparation, serving, and storage skills. Monitors Head Start kitchens for compliance.

- Registered Dietician or Licensed Nutritionist (Required).
- Bachelor's Degree in Nutrition, Nutrition & Dietetics, Nutritional Science, Food System Management, Human Nutrition, Home Economics, or a related field.
- Three (3) years of experiences in supervising a food program.
- ServSafe Certification (Preferred).

#### **BUS DRIVERS PART-TIME - Countywide**

Transport children to and from the center while following safety and DOT driving regulations. Maintain discipline on the bus, and inspect and report maintenance needs.

- High School Diploma (Preferred).
- Commercial Driver's License with **P & S Endorsements Required**.
- One (1) year experience driving a bus (Required).
- Complete or possess an up-to-date Bus Driver Training Certificate.

**Must be able to pass a criminal background check, physical, drug screen and COVID-19 Vaccination Required.**

#### **DEADLINE TO APPLY**

Please submit a cover letter of interest, resume and three (3) professional references via email to:  
***hr@bolivarcaa.org. The deadline to apply is March 21, 2023.***

*BCCAA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*