

**Job Title:** Operations Manager, Head Start Program

**Location:** Black Belt Community Foundation (BBCF), covering Choctaw, Dallas, Marengo, and Wilcox counties

**Reports To:** Director, Head Start Program

**Job Summary:**

This position is responsible for overseeing the physical sites of BBCF's Head Start centers, storage units and administrative offices including all building operations, such as cleaning, maintenance and security. It includes overseeing the Head Start transportation program and the fleet. The role includes supervising a team of \_\_\_\_\_ (head count).

**Key Responsibilities:**

- Facility Operations
  - Ensure that BBCF's Head Start centers, storage units, and administrative offices comply with state, federal, and internal policies, including but not exclusively to Head Start Performance Standards 2024, Alabama Minimum Standards for Childcare Centers, Federal and State Laws, and BBCF's Fiscal Policies and Procedures.
  - Oversee property and liability insurance, ensuring it remains up to date, and work with the Fiscal Department and Chief of Staff on any issues that may impact coverage.
  - Perform annual or bi-annual audits of all furniture, supplies, equipment and other assets to maintain accurate records and protect company property.
  - Manage the transportation fleet, including buses and cars, ensuring all vehicles meet State of Alabama Board of Education regulations, as well as federal and state transportation laws.
  - Oversee vehicle maintenance, driver compliance, route planning, and ensure all transportation staff are properly trained and licensed.
  - Ensure all buildings pass annual fire inspections to maintain occupancy permits.
  - Oversee the functionality of essential building systems, such as HVAC, security, and alarm systems, ensuring they are regularly maintained and operational.
  - Coordinate disaster preparedness programs, including disaster response drills, to ensure staff and facilities are prepared for emergencies.
  - Supervise the cleaning of all BBCF buildings to maintain hygiene and safety standards.
  - Manage security systems across all facilities to ensure the safety of staff, children, and assets.
- Administrative & Management
  - Supervise bus drivers, custodians, and maintenance staff, providing guidance, performance feedback, approving timecards and requests for time off, and overseeing daily operations related to facilities and fleet.
  - Collaborate with the BBCF President and Controller to ensure proper oversight and protection of BBCF assets with federal interest, including buildings, vehicles, and equipment.
  - Collaborate with the Fiscal Department to ensure compliance with budgeting, purchasing regulations, and safety guidelines in accordance with Head Start and BBCF fiscal practices.
  - Maintain vendor relationships to oversee the purchasing of building supplies, such as paper towels and cleaning products, ensuring the timely acquisition and distribution of materials.

- Ensure all licenses and permits for facilities, transportation, and safety compliance are up to date, coordinating with vendors and regulatory bodies as needed.
- Manage administrative duties related to facility operations, including record-keeping, report preparation, and working with the Head Start Director and other departments to align activities with organizational goals.

**Qualifications:**

- A college degree is preferred in a related field of study.
- Minimum of 3-5 years of experience in operations management, preferably within an educational or nonprofit setting.
- Experience in fleet management or coordinating transportation services is a plus.
- Strong leadership and supervisory skills with experience managing diverse teams.
- Knowledge of safety regulations and compliance standards for educational facilities.
- Excellent organizational and problem-solving abilities.
- Effective communication and interpersonal skills.
- Must be able to obtain Commercial Driver's License (CDL) with an "S" endorsement
- Must pass physical examination and all Head Start/licensing required background checks. Maintain current Physical/TB screen requirements including but not limited to:
  - possess a clean driving record
  - passes a criminal background check
  - passes a screening for alcohol and drugs
  - passes a physical examination and is able to lift 50 pounds
  - passes a tuberculosis (TB) test
  - has good hearing and at least 20/40 vision with or without glasses

**Physical Demands:**

- Ability to travel between sites as needed.
- Occasionally required to lift and carry supplies and equipment.

**Working Conditions:**

- The Operations Manager will primarily work on-site across multiple locations within the BBCF service area.
- May require evening or weekend work to address urgent operational issues.

**Application Process:**

Interested candidates should submit a resume and cover letter to [HR@blackbeltfound.org](mailto:HR@blackbeltfound.org), highlighting their relevant experience and qualifications.