



## **Operations Assistant**

**Would you love to work at a family friendly agency which highly supports a family life/work balance? Come be part of our dynamic team at Early Education Services!**

Our Operations Assistant position offers year round full time employment Monday - Friday. Our excellent benefit package includes health insurance, dental insurance, life insurance, retirement match, generous paid holidays, vacation, personal time and sick time.

Pay range is \$17.57-\$19.00 per hour, commensurate with experience.

The Operations Assistant reports to the Operations Manager and is part of our agency team. Primary tasks are food delivery and pick up at our various locations, cleaning our sites and kitchens, assisting in unloading food delivery trucks and washing vehicles. Our candidates must have a valid driver's license and a reliable vehicle. For food deliveries and pick up, you will drive our EES van. This job requires the ability to lift 75 pounds. A background check and fingerprinting is required along with a pre-employment physical and TB screening questionnaire.

As part of the Windham Southeast School District (WSESD), Early Education Services offers Head Start/Early Head Start and Vermont Parent-Child Center Programming. We are an increasingly diverse community with an ongoing commitment to social justice and anti-racism, and we are looking for enthusiastic professionals to join us in furthering this work. EES is an Equal Opportunity Employer.

**Take a moment to fill out an application today!**

