

HEAD START CHILD DEVELOPMENT COUNCIL, INC.

POSITION TITLE: Custodian

REPORTS TO: Center Director/Teacher/ or Building Supervisor

DESCRIPTION:

Conduct general custodian duties providing for the safe and clean maintenance of the Head Start classroom, insuring a sanitary environment at all times in the classroom, bathrooms, kitchen and play yard.

RESPONSIBILITIES AND DUTIES:

1. Provides for daily cleaning of classrooms, bathrooms, hallways, and kitchen, if applicable. Between classes and after each classroom day: mops floor, vacuums carpets, empties waste paper and garbage cans, wipe handprints off walls, doorjams, and all other cleaning as required.
2. After each class day, cleans bathrooms, mops bathrooms, and kitchen. As needed, washes walls and widows of classrooms, bathrooms, kitchen, and shampoo carpets.
3. After each classroom day, cleans kitchen, mops kitchen floor, clans sink.
4. At least monthly provides for major cleaning of classrooms, bathrooms, and kitchen. As needed, washes walls and windows of classrooms, bathrooms, kitchen, and shampoo carpets.
5. Performs minor maintenance work as needed to include touch-up paint, tightening screws in furniture, minor repairs, etc.
6. Other reasonable duties as assigned by teacher or center director, in keeping with general job description.

ABILITES:

Able to lift 50 lbs.; able to read and write at 6th grade level; able to follow instructions, able to work independently; able to follow instructions on cleaning products; able to make decisions.

QUALIFICATIONS:

Minimum qualifications: displays neat, clean appearance; transportation to and from worksite; experience in custodial work.