

**UMATILLA-MORROW HEAD START, INC.**

**POSITION DESCRIPTION**

<b>Maintenance Janitor</b>	
<b>Supervisor: Operations Director</b>	<b>Subordinates: None</b>
<b>Classification:</b>	<b>Exempt Status: Non exempt</b>
<b>Terms of Employment: Seasonal</b>	

**Job Goal:** To maintain cleanliness and repairs in all areas of facilities and outdoor environments

**Essential Responsibilities:**

1. Maintain safety of the environment for staff and children.
2. Maintain cleanliness of facilities on a rotating basis.
3. Ensure disposal of garbage each school day.
4. Ensure that paper towels and toilet paper are available at all times.
5. Sweep and mop the classroom and bathrooms each day.
6. Vacuum carpeted areas each school day.
7. Wash sinks and toilets each school day.
8. Wax floors as needed.
9. General cleaning duties-wash windows monthly and sills weekly.
1. General Building Maintenance
  - a) Completes regular maintenance, cleaning and minor repairs at centers and main office upon request.
  - b) Ensures major repairs and maintenance are completed as requested.
  - c) Completes routine maintenance and repair of all heating and ventilation systems.
  - d) Assists in remodeling, refurbishing and repairing of office spaces, classrooms, and storage units which may include minor carpentry, painting, sanding and refinishing of furniture, fixtures and equipment.
  - e) Perform minor plumbing and electrical repairs and maintenance.
  - f) Inventory grounds equipment, supplies and maintain
  - g) Perform rodent, pest, insect control as required
2. Maintain a healthy, safe, and attractive outdoor environment.
  - a) Ensures regular maintenance and upkeep of outdoor environments, including lawns, landscaped beds, playgrounds, outdoor structures and parking lots.
  - b) Perform routine inspections of outdoor areas to insure areas are free of safety hazards, trash, weeds and other debris.
  - c) Develop and carry out a weed control program
  - d) Develop and carry out a plan for watering and fertilizing all grounds
  - e) Operate and maintain all irrigation systems to include winterization
3. Repair and maintenance of building, classroom, storage facilities, machinery and equipment agency wide
  - a) Assists in moving office furniture, fixtures and equipment within and between sites to support staffing changes, relocations, remodels and program expansion.
  - b) Perform routine inspections of site interiors for safety hazards.

- c) Perform repairs, maintenance, moving, transporting, and installation of play ground structures.
  - d) Ensure agency machinery and equipment is maintained and stored in a secure location.
4. Complete work requisitions in a timely manner as directed by the Operations Director

**Qualifications:**

- 1. High School diploma or equivalent
- 2. Experience in purchasing and preparing culturally diverse foods for groups
- 3. Knowledge of early childhood nutrition
- 4. Skills in working with children
- 5. Current physical examination and TB screen documentation upon hire
- 6. Adequate means of transportation
- 7. Ability to keep accurate records
- 8. Previous custodial experience
- 9. Ability and desire to effectively work with low-income children and their families
- 10. Current Food Handler=s certificate

**General Staff Responsibilities:**

- 1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
- 2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
- 3. Maintain congenial and respectful relations with staff, children, families and community.
- 4. Keep current and accurate records.
- 5. Maintain confidentiality in regards to staff and family information.
- 6. Maintain objectives and professional standards.
- 7. Improve self-skills and education.
- 8. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
- 9. Perform any other work-related duties as requested by your supervisor.
- 10. Be present at work in order to provide consistency of services.
- 11. Be a contributory team member in a positive/productive manner.
- 12. Demonstrate commitment to mission, values, and policies in the performance of daily duties.

**Other Requirements:**

- 1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
- 2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
- 3. Comprehend, analyze, and make inferences and references from written material.
- 4. Fluent in English both verbally and written.
- 5. Perform physical inventory of equipment and/or supplies.
- 6. Ability to drive a private or agency vehicle; must possess a valid driver=s license and personal automobile insurance or provide a plan that will allow fulfillment of position requirements.
- 7. Make precise arm-hand positioning movements and maintain static arm-hand positions.

8. Make skillful, controlled manipulations of small objects.
9. Perform regular sanitation of classroom and equipment which may require the use of broom, carpet sweeper, mop, cleaning fluids, and sanitizing agents.
10. Lift and move heavy and/or bulky objects weighing up to 50 lbs.

*Umatilla-Morrow Head Start, Inc.*

*Is*

*An Equal Opportunity Employer*