

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

Custodian	
Supervisor: Operations Director	Subordinates: None
Classification: Specialist III	Exempt Status: Non exempt
Terms of Employment: Regular Full Time	

Job Goal: To maintain cleanliness and minor 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 assigned facilities on a rotating basis.
3. Ensure disposal of garbage.
4. Ensure that paper towels and toilet paper are available at all times.
5. Sweep and mop the classroom/office and bathrooms.
6. Vacuum carpeted areas.
7. Wash sinks and toilets.
8. Wax floors as needed.
9. General cleaning duties-wash windows monthly and sills weekly.
10. Maintain a healthy, safe, and attractive outdoor environment.
 - a) Assist with regular maintenance and upkeep of outdoor environments, including lawns, landscaped beds, playgrounds, outdoor structures and parking lots as requested.
 - b) Perform routine inspections of outdoor areas to insure areas are free of safety hazards, trash, weeds and other debris.
 - c) Assist with a weed control program
 - d) Assist with a plan for watering and fertilizing all grounds
11. Assist in the 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 playground structures as requested.
 - d) Ensure agency machinery and equipment is maintained and stored in a secure location.
13. Complete work requisitions in a timely manner as directed by the Operations Director

Qualifications:

1. High School diploma or equivalent
2. Previous experience in cleaning and sanitation practices
3. Skills in working with children
4. Current physical examination and TB screen documentation upon hire
5. Adequate means of transportation
6. Ability to keep accurate records
7. Ability and desire to effectively work with low-income children and their families

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