

JOB ANNOUNCEMENT

CHILD & FAMILY DEVELOPMENT PROGRAMS
Head Start

POSITION: Custodian position open in Tillamook center

HOURS: up to 5 hours per week

SALARY: \$9.11 per hour

JOB DESCRIPTION ATTACHED

Please send current resume and letter of interest to:

Child & Family Development Programs
ATTN: Monica Pyle
PO Box 713
Tillamook, OR 97141

mpyle@nworheadstart.org

CHILD & FAMILY DEVELOPMENT PROGRAMS

Community Action Team, Inc.

Job Description

POSITION TITLE: Custodian

DEPARTMENT: Human Investment

POSITION REPORTS TO: Center Manager

FTE: 10% -25%

POSITION DURATION: as funds permit

WRITTEN BY: CAT Administration

PERSONS SUPERVISED: 0

APPROVED BY: Policy Council

APPROVAL DATE: 04/11/12

APPROVED BY: SDA

APPROVAL DATE: 02/17/12

POSITION SUMMARY:

To maintain cleanliness to the Head Start center and grounds.

QUALIFICATIONS:

1. High school diploma or equivalent or at the recommendations of the interview team with approval of Policy Council and the Director.
2. Knowledge of cleaning and sanitizing supplies, according to OSHA guidelines.
3. Ability to occasionally lift up to 50 lbs.
4. Ability to use commercial custodial equipment.
5. Evidence of ability to work in a cooperative team manner, to follow directions and program policies.
6. Must have dependable transportation and/or valid driver's license and auto insurance.
7. Must be on the Central Background Registry and pass a pre-employment drug screening.
8. Must be willing and available to work flexible hours.
9. Ability to participate in regular kneeling, stooping, bending, sitting on the floor and standing for long periods of time.

10. Must have current pediatric and adult First Aid and CPR cards.
11. Must be able to attend meetings and trainings that may require out-of-town travel and overnight stays.
12. Bilingual skills preferred.
13. Must have basic working computer skills and knowledge.
14. Ability to communicate in a professional manner with children, families and co-workers in both verbal and written format.
15. Ability to work with low income and/or special needs families, including families from a diverse population.

DUTIES AND RESPONSIBILITIES

1. Must maintain program and client confidentiality policies.
2. Must maintain a working knowledge of program plans, policies and Performance Standards.
3. Clean restrooms; mop/sanitize a minimum of once a week or more often as center requires.
4. Sweep, mop and vacuum floors on the center's established schedule.
5. Wash cabinets, walls, cupboards and windows as needed.
6. Maintain grounds as requested.
7. Work with all center staff to maintain the center in an organized and orderly condition at all times.
8. Contribute to the operation of the program and center by attending and participating in center and program staff meetings; and sharing information gained through attendance at required trainings and workshops.
9. Other duties as assigned by supervisor.