

Reports to: Site Manager/Director

Department: Early Childhood Services

Classification: Part-Time

Status: Non-exempt

POSITION SUMMARY:

Performs custodial maintenance duties to ensure a safe and clean environment for SEK-CAP, Inc. staff and customers as well as relieving various staff throughout the building to support staff breaks and absenteeism during the work day when necessary.

ESSENTIAL FUNCTIONS:

- Maintain, clean, sanitize, sweep or vacuum classroom, dining room, and restroom floors daily.
- Wash wet and dry mop heads weekly.
- Resourceful and well organized self-starter, needing minimal supervision.
- Help staff with heavy work and necessary lifting.
- Inventory janitor supplies needed in centers, and make arrangements for ordering and restocking of supplies.
- Keep facilities clear of trash and broken supplies/equipment.
- Keep all janitor supplies under lock and key.
- Remove snow from sidewalks-may require additional hours.
- Check outside areas daily for hazards and correct problems as they arise.
- Clean and sanitize customer seating on a weekly basis.
- Empty all waste baskets and garbage containers daily, and wash out waste baskets once a week.
- Report needed repairs and/or damages to the building.
- Carry out all classroom and playground duties as assigned if applicable.
- Utilize Positive Behavior Support (PBS) strategies to prevent and defuse disruptive behavior.
- Comply with Head Start Performance Standards, Licensing Requirements, and Program Policies.
- Respect and support cultural differences and diverse family structures.
- Demonstrate good work habits such as arriving on time and adhering to appropriate break times.
- Attend mandatory In-Service trainings and staff meetings.
- Responsibility to report any suspected abuse or neglect to appropriate authority.
- Advocate for SEK-CAP, Inc. in the community.
- Maintain and assure confidentiality and privacy of SEK-CAP customers.
- Uphold and promote the core values and mission statement of SEK-CAP.
- Support management decisions both in actions and words.
- Other duties as assigned.

KNOWLEDGE AND EXPERIENCE:

Essential:

- Operate equipment necessary in the cleaning of center.
- Know and understand safety precautions on all electrical equipment used in necessary repairs.
- Knowledge of different chemical compositions when mixing for cleaning use.
- Ability to get along with diverse personalities. Tactful, mature, and flexible.
- Ability to meet and deal tactfully with the general public and to communicate effectively and clearly both orally and in writing.

- Resourceful and well organized.
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers.
- Ability to learn and adapt to change.

EDUCATION AND QUALIFICATIONS:

- High School diploma is preferred.
- Successfully complete a physical exam and TB skin test before beginning employment and every three years thereafter.
- Submit to and pass standard criminal history check.
- Submit to and pass standard drug screen test.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Use hands to finger, handle, or feel.
- Reach with hands and arms.
- Sit or occasionally stand; walk and stoop, kneel, or crouch.
- Regularly lift and/or move up to 30 pounds.
- Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- Occasional exposure to wet and/or humid conditions.
- Outside weather conditions.
- Extreme cold and extreme heat.
- Noise level is usually quiet to moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT:

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

Supervisor Signature

Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

Employee Signature

Date