

Job Description

Job Title: Custodian

Job Summary: The Head Start Custodian is responsible for maintaining sanitary conditions at the center.

Work Station and Assigned Area: Head Start Center

Supervises: None

Supervised By: The custodian is under direct supervision of the Team Leader.

Major Duties and Responsibilities:

1. Daily sweeping and mopping of tile floors and vacuuming of carpeted floors.
2. Daily cleaning and sanitizing of restroom floors and fixtures.
3. Daily dusting.
4. Remove and dispose of inside and outside trash.
5. Notify Team Leader of needed supplies, equipment, repairs, services.
6. Keep porches and walks free from debris and ice.
7. Replace light bulbs, paper products, and soap as needed.
8. Complete site-appropriate cleaning checklists.
9. Thoroughly clean and sanitize chairs, tables, and classroom furniture at least twice annually, or as needed.
10. Shampoo carpeted areas twice annually.
11. Strip and wax tiled floors annually.
12. Carry out special cleaning duties or assignments (wax floors, vent cleaning, carpet cleaning, etc).
13. Participate in required program meetings and trainings.
14. Know and comply with agency policies and procedures.
15. Follow-through on suggestions/recommendations of Specialists and Team Leaders.
16. Maintain the confidentiality of information on each child and family.
17. Know and comply with all agency policies and procedures.
18. Support the design and implementation of program self-assessment.
19. Perform other duties as assigned.

Knowledge, Skills, and Abilities:

1. Must be able to lift 50 pounds.
2. Must be physically capable of carrying out all job duties.
3. Knowledge of basic cleaning equipment and practices.
4. Must be able to work with minimum supervision.
5. Must be capable of following written instructions pertaining to cleaning of center.
6. Ability to attend work site regularly to perform job duties and responsibilities.
7. Keep agency and participant information confidential.

Required Qualifications:

1. Must have at least a high school diploma or GED.
2. Must have two years experience in custodial work.
3. Submit current physical examination and TB test results within ten days of hire and annually thereafter.
4. Must pass the Missouri Department of Health Family Care Safety Screen.
5. Must have a valid Missouri driver's license and daily access to a reliable and licensed automobile.
6. Residence in county of the assigned Head Start is preferred.

Salary Range: II Non-Exempt

EQUAL OPPORTUNITY EMPLOYER

	Initials	Date
Executive Director		

Employee Signature

Date