

POSITION DESCRIPTION

Choanoke Area Development Association, Inc.

I, _____, certify that I have read and understand the Qualifications and Functions of this Position Description.	
_____ Signature	_____ Date

Position	Part Time Custodian	Date:	Revised August 2019
Overtime Status	Non – Exempt	Grade:	1
Salary Range		Program Period School Year	42/44 Weeks
Site Location	Assigned Center		
Department	Head Start/Early Head Start		
Reports to	Center Manager, Program Operations Manager, Operations Assistant		

Qualifications:

Knowledge of cleaning procedures, ability to follow instructions, and ability to perform medium to heavy physical work. Must have a NC Driver’s License and acceptable driving record. Must meet licensure requirements to work at a Head Start Center. Ability to read and understand product labels. Criminal Record Check and Health certificate required.

Basic Functions:

Performs manual work involving the cleaning and minor maintenance of assigned area. The employee performs a variety of duties in the care and cleaning of offices and public areas of building. Duties may include physically strenuous activities such as moving furniture, operating cleaning equipment, and delivering large quantities of groceries and housekeeping supplies. Work may also include driving a small van or truck to pick up and deliver in-kind merchandise, groceries, or supplies. Work is performed under close supervision, guided by a daily schedule for general assignments and specific instructions for special assignments. Work is reviewed through inspections and frequent consultations with supervisory personnel.

Specific Functions:

1. Sweeps, mops, and vacuums floor surfaces.
2. Waxes and buffs wood and tile floors.
3. Clean restroom areas and replenishes paper supplies and soap as necessary.
4. Cleans windows, walls, woodwork, and light fixtures.
5. Deliver in-kind merchandise, groceries, and supplies.
6. Empties trash receptacles.
7. Moves furniture upon assignment.
8. Makes minor repairs and light bulb and fluorescent tube replacements.

9. Shovels snow from walks and drives.
10. Performs related work as assigned.
11. Cleans and sanitizes the cafeteria after meals
12. Follow instructions regarding the use of chemicals and supplies
13. Performs normal maintenance such as replacement of filters
14. Pick up trash from facility parking lots and playgrounds.
15. Refer facility needs to Center Manager and to Program Operations Manager.

PHYSICAL REQUIREMENTS

Custodian/Maintenance

1. Ability to lift/manipulate/move all Head Start/Early Head Start or CADA related items weighing up to 60 pounds from one place to another.
2. Ability to lift/manipulate/move/pull furniture/large toys found in a Head Start or Early Head Start classroom and handle large toys such as trikes, etc. on the outside play areas.
3. Vision sufficiently correctable to permit full performance of all job duties.
4. Hearing sufficiently correctable to permit full performance of all job duties.
5. Ability to run, jump, walk, etc. at a swift pace.
6. Be able go up or down stairs or uneven surfaces.
7. Wide range of mobility to be able to stoop or squat from a standing position, bend to retrieve an item. Carrying a weight when necessary.
8. Sitting from a standing or stooping position.
9. Physically able to work outside for extended times in different environmental conditions.
10. Be able to frequently work in close quarters, crawl spaces, shafts, manholes, small enclosed rooms, small sewage and water line pipes, and other areas which could cause claustrophobia.
11. The ability to work around hazards, such as: a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

12. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
13. Sufficient verbal skills, speech and tone of voice (ability to keep an appropriate low tone of voice) for effective interpersonal communication with children, their families, the community and other staff.

Reviewed June, 2018