

Community Action Partnership of Cambria County

Maintenance/Custodian (Hourly Non-Exempt)

Reports to: Operations Manager

Department: Early Childhood

Classification Group: D

Date: February 1, 2022

JOB SUMMARY:

1. The position of Maintenance/Custodian involves specialized work in developing and maintaining Custodial Services between the Early Childhood Programs and parents of these participants in regards to the educational, sanitary and safety needs and services.
2. Work involves preparation or development and administration of:
 - a. Agency Early Childhood policies and procedures
 - b. Marketing services on behalf of Early Childhood Programs
3. This position is supervised directly by the Operations Manager

ESSENTIAL RESPONSIBILITIES:

1. Ensures all children are appropriately chaperoned and never left unattended in all situations such as facility, transportation, playground, or community outing.
2. Sweeps and cleans all floors, stairs, and landings regularly.
3. Scrubs and sanitizes dining room/kitchen floors daily.
4. Washes all walls.
5. Paints inside and outside of building when necessary
6. Scrubs and sanitizes restrooms daily and keeps toilets in working order.
7. Fills hand lotion, towel, and toilet tissue dispensers as needed.
8. Changes light bulbs.
9. Places items into stockroom and kitchen.
10. Disposes of garbage daily, including diaper pail trash and related paraphernalia.
11. Keeps windows clean and in working order.
12. Keeps grounds clean.
13. Keeps grass cut.
14. Removes snow and ice from side walks in front and rear of buildings.
15. Informs supervisor of needed supplies.
16. Performs basic building/equipment/playground maintenance and repairs and informs supervisor of other needed repairs.
17. Cleans and vacuums classrooms and sanitizes sinks daily.
18. Shampoos carpets as required.
19. Strips and waxes floors as necessary.
20. Assembles furniture and playground equipment.
21. Unloads in-kind delivery truck and assists in distribution.
22. Hauls and moves furniture as needed.
23. Maintains equipment and keeps in working order.
24. Performs other reasonably related duties as assigned by immediate supervisor or other management as required.

ADDITIONAL RESPONSIBILITIES:

1. When in assigned center eats with children as needed sharing the same menu, while demonstrating socially acceptable behaviors and manners.
2. Cleans and sanitizes door knobs, handrails, and other commonly used public areas.
3. Follows the program procedures relating to confidentiality.
4. Mandated Child Abuse/Neglect reporter
5. Must pass initial and tri-annual physical exam and TB screening.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to lift at least 50 lbs. repeatedly
2. Basic understanding of custodial and maintenance duties
3. Pediatric First Aid and CPR Certification

MINIMUM REQUIREMENTS OF EDUCATION, TRAINING, AND EXPERIENCE:

1. High School Diploma or GED. (Required)
2. At least one year of experience in maintaining a house, apartment, and/or property. (Required)
3. At least one year of experience in building maintenance. (Required)
4. Current PA Driver's License and reliable transportation. (Required)
5. Free of Child Abuse/Neglect history as verified by proper authorities prior to employment. (Required)
6. Must obtain Child Abuse, PA State Police, FBI Fingerprinting and NSOR Clearances prior to starting employment. (Required)
7. Must meet vaccination requirements set by funding sources. (Required)

EMPLOYEE'S SIGNATURE _____

DATE _____