



Custodian

As of: July 1, 2006

Status: Non Exempt-Hourly

Reports To: Center Director

PRIMARY FUNCTION:

To serve the center by providing day-to-day maintenance and operation of the center facilities.

ESSENTIAL FUNCTIONS:

Cleaning and maintaining the exterior and interior center.

Cleaning of all interior center spaces.

Mopping and sanitizing sinks and washrooms.

Emptying trash containers and disposal of trash.

Maintain a written list of problems which may need the attention of others for repair.

Keep supervisor advised of potential buildings and grounds problems.

Maintain adequate supplies for performing work.

Keep lighting operational.

Do some setup of tables, chairs, etc. for space use.

Administer the space use policy of the center.

Maintain the exterior lawns, shrubs, etc. and do cleanup and trash removal.

Do some minor repairs, time and skill permitting.

WORKING ENVIRONMENT:

The physical demands 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. This position may require lifting up to 20lbs. While performing the duties of this position, the employee is subject to a typical in door office environment and is rarely exposed to outside weather conditions.

TRAINING TO BE PROVIDED:

The center will encourage attendance at seminars and other training opportunities as needed.

PRE-EMPLOYMENT REQUIREMENTS:

The successful employee will have the ability to manage multiple tasks in a fast paced early childhood environment with a high level of professionalism.

PREFERRED EQUIPMENT EXPERIENCE:

Standard Maintenance Equipment

APTITUDES PREFERRED:

High energy level, comfortable performing multifaceted projects in conjunction with day-to-day activities. Good reasoning abilities and sound judgment. Resourceful, well organized, highly dependable, efficient and detailed oriented. Ability to establish credibility and be decisive, but be able to recognize and support the organization's preferences and priorities. Service oriented, but assertive.

ACKNOWLEDGEMENT

I have read the above and understand my job responsibilities. I also understand that nothing in this job description restricts my supervisor's right to assign or reassign duties and/or responsibilities to this job at anytime.

Employee Signature

Date