

# SHASTA HEAD START CHILD DEVELOPMENT, INC

## Janitor

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Supervisor: Head Teacher or Site Supervisor

Classification: Non-Exempt

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### **Mission**

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

### **Position Summary**

Perform a wide variety of custodial and light maintenance duties in order to provide a clean, orderly, and safe facility.

### **Essential Duties and Responsibilities**

- Perform routine custodial duties in order to maintain clean and sanitary facilities.
- Sweep, mop, and vacuum all floors.
- Empty trash and replace liners as needed.
- Responsible for removing dust, spills, stains and other undesirable materials from tables, countertops, toilets, and other surfaces.
- Assists with arranging the classroom as directed.
- Perform other minor maintenance tasks as assigned.

### **Maintain Professional and Ethical Standards**

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

### **Qualifications**

#### **Knowledge and Skills**

- Ability to work with others in supporting a positive work environment.
- Ability to work independently.
- Ability to mix and measure liquids according to manufacturer's directions.
- Must have working knowledge of proper sanitation, lifting, and chemical mixtures when cleaning.

#### **Education**

##### *Minimum*

High school diploma or GED.

#### **Training and Experience**

##### *Desired*

Two years experience as a janitor or custodian.

### **Physical Demands**

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. While performing the duties of the job, the employee is regularly required to use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; talk and hear; stand and walk. The employee is frequently required to smell; climb, stoop, kneel, crawl, climb ladders, reach overhead, repeated bending, climb, and crouch; ascend/descend one flight of stairs. The employee must regularly lift and/or move up to the floor to knuckle, 75 pounds, frequently 50 pounds, and constantly 20 pounds. Occasionally shoulder to overhead 50 pounds, frequently 50 pounds and constantly 20 pounds; push/pull 100 pounds for 300 feet. The employee must be able to carry 100 ft distance with one and/or two hands, occasionally 75 pounds, frequently 40 pounds, and constantly 20 pounds. The noise level in the work environment is usually moderate and raucous.

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**ACKNOWLEDGEMENTS:**

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

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Employee (Print)

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisors Signature

\_\_\_\_\_  
Date

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Supervisors Title