

Missouri Valley Community Action Agency

Job Title: Custodian Department: Child & Family Development
Reports To: Center Coordinator Supervises: N/A
Classification: Non-Exempt Salary Range: Category 1

Summary:

The Custodian will maintain a clean and healthy facility. Duties, work hours and days may vary based on the needs of the facility.

This position promotes and provides opportunities to staff to embody the agency mission which is “To Engage Communities and Coordinate Resources to Improve the Lives of People Experiencing Poverty”. Program operation is designed around the mission, vision and values of the agency to meet both program and agency strategies and goals.

Essential Functions:

- Clean and disinfect the facility twice a week after the work business day is complete.
- Sweep, Mop, Dust, Sanitize, and thoroughly clean breakroom/kitchen and bathrooms.
- Clean the kitchen or in classroom to meet child/staff ratio during the scheduled work day or to provide assistance when needed.
- Reliable attendance.
- Maintain confidentiality.

Competencies:

- Communication skills that include verbal and written with supervisor and other staff as needed.
- Promote a positive work environment.
- Able to understand, follow, support and ensure compliance cleaning guidelines
- Demonstrate ability to organize and manage time effectively.

Supervisory Responsibility:

- None

Work Environment:

- MVCAA Licensed Child Care Early Learning Center or Head Start Center

Physical Demands:

- Physically be able to:
 - Sweep and mop floors; vacuum carpets daily (on scheduled days)
 - Remove all trash and garbage to outside container daily.
 - Clean and disinfect and clean door handles, clean smudges from windows, and other identified cleaning not included on daily schedule.

Position Type and Expected Hours of Work:

- Entry level field staff position
- Non-Exempt, part-time; 25 hours a week, 52 weeks per year

Travel:

- Limited travel.
- Use of company or personal vehicle (mileage reimbursed for work related travel)

Required Education and Experience:

- High School Diploma or GED

Preferred Education and Experience:

- Experience cleaning a commercial or licenses facility preferred

Additional Eligibility Qualifications:

- Negative results of initial and random drug testing
- Family Care Safety Registry and fingerprint criminal background screening with acceptable results
- Valid driver’s license and access to an insured vehicle
- Complete a physical and TB test within 30 days of employment, thereafter an annual TB and a physical at the time of each 5 year grant cycle.

Expectations:

- Perform duties with a focus on safety and wellness
- Adhere to agency policies and code of ethics

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Work Authorization:

- Verification of identity and authorization for employment in the United States (I9 and E-Verify)

EEO Statement:

MVCAA provides equal employment opportunity to all individuals regardless of their race, color, religion, sex, age, national origin, disability unrelated to ability to do a job, gender identity, sexual orientation, military services, veteran status, pregnancy, childbirth, genetic information or any other characteristic protected by law.

Signatures:

Program Director _____

Human Resources Director _____

Employee: _____

Date: _____