

EASTERN PLAINS COMMUNITY ACTION AGENCY
HEAD START/ EARLY HEAD START JOB DESCRIPTION
HS/EHS SUBSTITUTE JANITOR

General Description:

The substitute Janitor is responsible for the daily cleaning of building and/or premises along with removal of trash and garbage.

Supervision:

The Substitute Janitor is supervised by the Site Supervisor.

Essential Functions: The Substitute is responsible for the following:

1. Scours and disinfects all restrooms daily (sinks, toilets, mirrors, etc.)
2. Sweeps and mops all tiled floors daily
3. Vacuums all carpeted floors daily
4. Disposes of all trash and garbage daily
5. Maintains confidentiality
6. Other duties as assigned

Physical Requirements:

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. The employee is required to walk, stand, sit; use hands to handle or feel objects and controls; reach with hands and arms, push and pull; stoop, kneel, and lift; and talk and hear. The employee must regularly lift and/or move 25-30 pounds.

Qualifications:

1. Able to be cleared through NM State Licensing Bureau requirements for employment in childcare.

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I have read and understand my duties as outlined above.

Substitute Signature

Date

Witness Signature