

EASTERN PLAINS COMMUNITY ACTION AGENCY
HEAD START JOB DESCRIPTION
JANITOR/MAINTENANCE

General Description:

The Janitor/Maintenance Staff is responsible for daily cleaning of building/premises and removal of trash and garbage.

Supervision:

The Janitor/Maintenance Staff is supervised by the Site Supervisor, but also receives guidance from the Program Specialist.

Essential Functions- The employee is responsible for the following:

1. Ensure building and premises are cleaned and maintained:
 - a. Daily cleaning of floors including sweeping, mopping and/or vacuuming.
 - b. Daily cleaning and disinfecting restrooms including sinks, toilets and mirrors.
 - c. Strip and/or wax floors; shampoo carpets as necessary.
 - d. Clean walls, doors and baseboards as needed.
 - e. Wash windows as necessary.
 - f. Dust center as requested/needed.
2. Ensure adequate supplies are available at all times.
3. Maintain janitorial area/room to comply with applicable requirements and ensure cleaning supplies are not accessible to children.
4. Maintain yard area as required
5. Maintain lights, smoke detectors, fire alarms and other center fixtures as required.
6. Conduct minor repairs of property as requested.
7. Ensure proper maintenance of assigned program equipment and vehicles.
8. Professionalism:
 - a. Maintain consistent compliance with applicable policies, regulations, procedures and guidelines.
 - b. Support program philosophy and goals.
 - c. Maintain confidentiality in compliance with program policy.
 - d. Cooperate and participate as an effective team member.
 - e. Actively participate in staff meetings (if requested).
 - f. Complete job duties in an organized manner and meet assigned deadlines.
 - g. Keep immediate supervisor apprised of all concerns, issues, and job progress.
 - h. Utilize suggestions, comments and criticism in a constructive way.
 - i. Exhibit a positive, caring, cooperative and enthusiastic attitude.
 - j. Conduct self appropriately in public and promote a positive, professional image.
 - k. Dependable and attendance is acceptable.
 - l. Hygiene, appearance and dress are appropriate.
 - m. Utilize good safety practices.
 - n. Flexible in receiving assignments and adapting to changes in program.

9.. 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; talk and hear. The employee must regularly lift and/or move 25-30 pounds.

QUALIFICATIONS:

MINIMUM:

1. Valid New Mexico driver's license, clear driving record and own transportation.
2. Able to be cleared through NM State Licensing Bureau requirements for employment in childcare.

PREFERRED:

Previous experience conducting janitorial, maintenance, and/or yard work.

I HAVE READ AND UNDERSTAND MY DUTIES AND RESPONSIBILITIES AS OUTLINED ABOVE.

Employee Signature

Date Signed

Witness Signature