



**COMMUNITY ACTION PARTNERSHIP
Dickinson, North Dakota**

Position Description

Department: Building Maintenance **Status:** Non-Exempt
Position Title: Custodian **Grade Level:** C
Immediate Supervisor: Maintenance Supervisor

Management Approval: _____ **Date:** _____
Supervisor Signature: _____ **Date:** _____
Employee Signature: _____ **Date:** _____

All position descriptions are subject to change as business requirements dictate.

A. GENERAL SUMMARY OF RESPONSIBILITIES:

Assist with the custodial duties at all Community Action Partnership properties. Assist in meeting the objectives of Community Action Partnership.

B. SPECIFIC JOB RESPONSIBILITIES:

The job responsibilities listed do not include all the specific tasks which the employee may be expected to perform.

1. Demonstrated support for the agencies mission, goals and values.
2. Participates in strategic planning for the Head Start/Early Head Start program and direction of the program.
3. Identifies professional and organizational issues and trends suggesting action, facilitating change and participates in restructuring of programs and services.
4. Maintains staff, client and agency wide confidentiality at all times.
5. Serves as liaison between departments in the agency and with other agencies and programs to fulfill the mission of the agency.
6. Attends meetings, workshops, and training sessions as approved by the Program Director.
7. Participates on program related committees as approved by the Program Director.
8. Is required to travel by ground or air to meetings, conferences, trainings, etc.
9. Assists with the janitorial inventory, as well as, securing necessary equipment and supplies.
10. Continues professional growth through educational and training experiences in their field.
11. Cleans and sanitizes all bathrooms within the Head Start/Early Head Start Center and Main Office to include disinfecting sinks, urinals, stools and floors, daily, with appropriate disinfectant.
12. Dust mops the linoleum floors and wet mop them with appropriate cleaning agent.
13. Vacuums carpets in the classrooms, hallways, front office lounge and entrances, daily and office areas and multi-purpose room once a week or as needed.
14. Maintains all chemicals and solutions in a locked cabinet or janitorial room.
15. Cleans inside windows at entrances, bathrooms, classrooms, hallways and outside windows as assigned by Maintenance Supervisor.
16. Keeps towels, toilet tissue and soap dispensers filled in all areas with sinks and bathrooms.
17. Removes garbage from building and places in appropriate receptacles.
18. Clean and sanitize bathroom walls and bathroom stalls.
19. Sanitize diaper trash collectors, weekly and as needed.
20. Vacuum and dust offices.
21. Assist with thorough cleaning of Head Start/Early Head Start building during the summer or during school breaks which includes but is not limited to: walls, carpets and floors.

C. SUPERVISORY RESPONSIBILITIES:

None

D. POSITION QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES):

Required

1. High School Diploma or the equivalent.
2. Minimum of one-year experience in cleaning.
3. Demonstrated ability to effectively communicate both in written and oral forms.
4. Experience working with people from various socio-economic and educational backgrounds.
5. Must possess a valid driver's license and insurable driving record.
6. Demonstrated ability to establish a positive rapport with staff, clients, other agencies, businesses and the community.

E. PHYSICAL DEMANDS:

Constantly:

Vision correctable to near 20/20

Frequently:

Sitting, walking, stooping, crouching, kneeling, reaching horizontally and vertically, standing, bending, balancing, use of arms, legs, hands and feet and fine motor skills, color discrimination, peripheral and depth perception, running, climbing stairs and ladders, crawling, twisting and turning trunk, rapid mental-muscular coordination, reaching down and overhead, pushing and pulling, lifts and carries up to 50 pounds.

F. WORK ENVIRONMENT:

Occasionally:

Works near machinery with moving parts, working irregular hours and off shift/rotating schedule, works with irritant chemicals, sprays, mists, vapors, fumes, uses gloves or protective equipment, in emergency situations, use of safety glasses, face shield, hearing protection, mask, gloves, safety shoes, protective body shielding. Position may require the need to work non-traditional work hours as assigned by Program Director.