

**ORGANIZED COMMUNITY ACTION PROGRAM, INC.
HEAD START & EARLY HEAD START**

JANITOR

Supervisor: Family Service Specialist I

Status: Non-Exempt

Terms of Employment: Regular Full-Time

Job Summary:

Works under the direct supervision of the Family Service Specialist I. Work is generally routine in nature requiring a limited amount of direct supervision. Performs work with dispatch and in a manner to cause the least disruption in day to day operations.

Responsibilities:

Responsible for cleaning the center, which include but not limited to, sweeping, dusting, vacuuming, mopping, and other cleaning duties as determined by the center director shall be performed according to regulations delineated in the DHR Minimum Standards book. Windows, in particular, are to be cleaned at least twice during the school year.

Duties:

1. Performs daily clean-up and maintenance of the center to which assigned, according to a schedule established by the FSS I.
2. Periodic inspections to determine the need for minor repairs as soon as possible.
3. Collects trash from waste receptacles and places it in the proper place for disposal. Cleans and disinfects waste receptacles weekly.
4. Cleans up debris, paper, trash, and other hazardous materials from the interior and exterior of center, to include playground, parking lot, sidewalks, and trash areas.
5. Performs manual tasks as may be directed by the Center Director that falls within the general range of janitorial and custodial services.
6. Cleans and disinfects the bathroom and replenishes supplies as they are needed.
7. Required to have 12 hours of in-service training a year.
8. Wipe down doors, bathroom doors (both sides), and door knobs on a daily basis.
9. Wipe off window sills weekly.

10. Disinfect and clean door knobs, sinks, and counter tops daily.
11. Remove spider webs and other debris as needed.
12. Check bathrooms, twice daily, for needed supplies and soap.
13. Vacuum carpets on daily basis.
14. Clean bathroom mirrors on daily basis.
15. Clean around the commode crown, with brush, on daily basis.
16. Disinfect light switches daily.
17. Maintain janitorial supply inventory.
18. Sweep, mop, vacuum hallways, stairs, bathrooms, and office spaces.
19. Assist staff to set-up, put away furniture and equipment as requested by FSS I.
20. Notify FSS I concerning need for major repairs.
21. Disinfect all used surfaces and materials, supplies, and toys.
22. Laundry: Wash, dry, and fold cot sheets.

Qualifications:

Current physical examination and TB screen documentation upon hire.

Adequate means of transportation.

Cleaning experience preferred.

Physical Demands:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms; talk or hear; and

taste or smell. The employee frequently is required to walk and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and climb or balance.

The employee must regularly lift and/or move up to 10lbs., frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Non-Discrimination Policy:

It is the Policy of this Agency to be customer and service oriented and to require employees to treat customers in a courteous and respectful manner at all times.

Employees must understand that our customers come first and they are the primary source of the organization's income. All employees have an obligation to represent the Agency in a positive way and to make customers feel as comfortable as possible in dealing with the organization.

We provide equal opportunity in all aspects for services rendered to our customers. All employees will not discriminate against any customer because of their race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, age (40 and over), citizenship, physical or mental disability, military obligations, gender identity, genetic information or any other basis of discrimination prohibited by law.

Violations of this policy will not be permitted and will result in disciplinary action up to and including termination.

The Agency has appointed its Human Resource Manager as its EEO Officer to oversee compliance with this policy.

I have read and understand the responsibilities and requirements of my job description. By signing my job description, my signature verifies that I accept and agree with my responsibilities and requirements.

Signature

Date

Print Name

REVISED SEPTEMBER 2020