

**NORTHWEST MONTANA HEAD START
KALISPELL, MT 59901**

Title	Custodian
Supervisor	Transportation Coordinator
Supervision	None
Wage Classification	Hourly (non-exempt)
Probationary Period	12 months

Required Qualifications

1. High school diploma or GED.
2. Basic knowledge of proper cleaning procedures.
3. Ability to lift up to 50 pounds.

Preferred Qualifications

1. Experience working with cleaning supplies and equipment.
2. Knowledge and experience in following sanitation regulations.
3. Knowledge in basic equipment maintenance and minor repairs.

Duties and Responsibilities

1. Classrooms
 - a. Vacuum carpeted classrooms daily; sweep and mop tiled classrooms daily.
 - b. Empty trash and wipe down garbage cans and lids with disinfectant cleaner daily.
 - c. Clean garbage cans/lids and wipe down walls as needed.
 - d. Dust weekly and as needed.
2. Bathrooms
 - a. Mop bathrooms floors daily with disinfectant cleaner.
 - b. Clean and disinfect toilets and urinals daily
 - c. Wipe down bathroom stalls as needed.
 - d. Clean bathroom mirrors, disinfect sinks, faucets, and bathroom counter areas daily.
 - e. Empty trash and fill soap dispensers, paper towel dispensers, and toilet tissue holders.
Keep extra paper in bathroom for refilling during the day.
3. Office and meeting rooms
 - a. Vacuum carpets weekly and as needed. If tiled, sweep and mop weekly or more often as needed.
 - b. Empty trash cans daily.
 - c. Dust weekly.
 - d. Wipe down walls when needed.
4. Hallways and stairways
 - a. Vacuum any carpeted stairways and halls having regular traffic use daily.
 - b. Sweep and mop any tiled or cement floors having regular traffic use daily.
 - c. Less-used tiled areas may be dust mopped daily and mopped as needed.
 - d. Less-used carpeted areas may be vacuumed weekly and more often as needed.
5. Other duties
 - a. Strip and wax tiled floors as assigned and re-wax floors as needed.
 - b. Shampoo carpets as assigned.
 - c. Keep all chemicals locked up.

- d. Help put away supplies as they are delivered to your assigned center.
- e. Maintain accurate inventory of stock on hand and reorder supplies in a timely manner.
- f. Assist with cleaning, shampooing, stripping, and waxing at other centers if assigned.
- g. In centers with indoor gyms or play areas, clean as needed.
- h. Clean all drinking fountains/faucets and sanitize daily. (Not located at all centers.)
- i. Assist with maintaining a safe work environment by assisting with grounds cleanup and maintenance as assigned.
- j. Perform any other job-related duties as assigned by your supervisor.

Required of all Head Start staff

1. Within 30 days of employment:
 - Initial health exam (re-exams are required at least every 10 years)
 - MMR immunization or proof of immunization if born after 1956
 - Tdap immunization or proof of immunization with the last 10 years
 - TB skin test if determined at risk for TB (risk assessment conducted upon hire)
2. Within 90 days of employment:
 - Have or obtain CPR certification (infant, child and adult) and keep card current
 - Have or obtain First Aid certification and keep card current
3. Have reliable transportation and a current Montana driver's license and liability insurance.
4. Sign a release authorizing a criminal background check with an appropriate agency.
5. Have no prior convictions of physical or sexual abuse of children.
6. Report all suspected child abuse as required by Montana state law and according to Northwest Montana Head Start policy and procedure.
7. Be flexible in working hours.
8. Attend and actively participate in all required meetings and trainings.
9. Actively support the goals, objectives, mission, and vision of Northwest Montana Head Start.
10. Sign a confidentiality agreement and adhere to the agency's confidentiality policy.
11. By signing below, I acknowledge that I understand where to access program policies and procedures and I am responsible for adhering to them.
12. Establish and maintain professional boundaries with parents when handling program and personal issues.
13. Be sensitive to the needs of children and families, especially as related to economic, racial, ethnic, and disability issues.
14. Promote and facilitate the parent's role as primary educator of their children in collaboration with all other Northwest Montana Head Start staff.
15. Use a professional attitude and approach to working with parents, co-workers, and community volunteers to establish a positive and productive environment.
16. Participate and promote a positive working relationship with all staff and Head Start families.
17. Basic computer literacy skills.
18. Other duties as assigned.

Employee Signature

Date