

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

Title	Building Maintenance Custodian
Supervisor	Director
Supervision	None
Wage Classification	Hourly (non-exempt)
Probationary Period	12 months

Required Qualifications

1. GED or high school diploma.
2. Knowledge and ability to do routine maintenance and basic repairs, including plumbing, carpentry, painting, etc.
3. Basic knowledge of cleaning, supplies, and equipment.

Preferred Qualifications

1. Understanding of safety protocols and sanitation regulations.
2. Comfortable with basic landscaping and maintenance tasks.
3. Detail-oriented and conscientiousness.

Duties and Responsibilities

1. Responsible for ensuring maintenance operations at all centers and custodial operations at Kalispell.
2. Maintain, order, and distribute custodial supplies.
3. Responsible for completing maintenance requests in North Valley and Kalispell.
 - a. Any minor repairs not requiring additional supplies/equipment are to be done immediately.
 - b. All other repairs will be prioritized by supervisor and scheduled for completion accordingly.
 - c. Assist with scheduling any maintenance requests that need outside contractors.
4. Responsible for annual playground cleanup and routine playground maintenance at all sites. Related duties include:
 - a. Pull all weeds and spray only those areas with weed killer deemed necessary before school starts. No chemicals are to ever be used when children will be using the premises.
 - b. Rake wood chips into place around climbing and swinging structures and replace wood chips where needed. Wash down plastic play structures.
 - c. Check for safety of play structures. Be sure nuts and bolts are tight and there are no cracks, splinters, etc. Sand and varnish wooden structures if needed.
 - d. Check wood borders around bottom of fence lines to see if secure and safe. Tighten or replace bolts and/or ties as needed.
 - e. Trim any hedges that might be a safety hazard (branches that could poke eyes, stickers, etc.).
 - f. Pick up garbage or hazards on the playgrounds.
 - g. Examine yards for any safety hazards.
5. Ensure that centers have an adequate supply of ice melt. Shovel walkways when needed.
6. Perform routine janitorial duties at Kalispell Center. These duties include:
 - a. Cleaning offices and any conference or parent rooms.
 - b. Vacuum as needed.

- c. Empty trash cans daily.
- d. Dust once a week in offices.
- e. Wipe down walls, halls, etc., as needed.
- f. Mop floors having regular traffic use daily. All others must be dust-mopped daily and mopped as needed. Strip and wax tiled floors twice a year in centers where tiled floors are used.
- g. Shampoo carpets one time per year or as needed.
- h. Clean bathrooms.
 - 1) Mop the bathrooms daily with disinfectant cleaner.
 - 2) Empty the trash and fill the soap dispensers.
 - 3) Clean and disinfect the toilets and urinals daily and wipe down the bathroom walls as needed.
 - 4) Be sure the paper towel dispensers and toilet tissue holders are filled and keep extra paper in each bathroom at all times for needed refills during the day.
 - 5) Clean and disinfect sinks, faucets, and any bathroom counter areas daily.
 - 6) Clean bathroom mirrors daily with appropriate window/glass cleaner.
- i. Vacuum all carpeted classroom floors daily or mop tiled floors. Vacuum area rugs daily. Empty the trash daily and wipe down walls as needed. Dust weekly or as needed.
- j. Help put away supplies that are delivered to your assigned center.
- k. In centers with indoor gyms or play areas, vacuum or mop as needed.
- l. Clean all drinking fountains/faucets and sanitize daily (not located at all centers).
- m. Shovel the snow and distribute ice melt on walkways as needed.
- n. Grounds cleanup and maintenance as needed.
- 7. General yard maintenance such as mowing the lawn and pulling weeds in both NV and Kalispell.
- 9. Arrange for substitute custodian as needed.

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.

Using Active Supervision to Keep Children Safe

Head Start uses the strategy of Active Supervision to ensure that no child is left unattended while in the care of Head Start. Incidents of children left unsupervised must be immediately reported to the Director.

All Head Start employees are responsible for the safety of children in our program. Active Supervision requires focused attention and intentional observation of children at all times. All employees who care for children position themselves in classrooms, on playgrounds, in hallways, and in any space where children are present so that they can observe all children: watching, counting, and listening at all times. They also use their knowledge of each child's development and abilities to anticipate what he/she will do, then get involved and redirect them when necessary.

Employee Signature

Date