

Custodian

Summary: Responsible for daily cleaning and on-going maintenance of equipment, premises and grounds in an environment of continuous program improvement.

DESCRIPTION OF DUTIES:

May include but not limited to the following:

Safety

Maintains safe and sanitary condition of premises; Maintains building and grounds in accordance with health and safety standards

Cleaning

Sweeps mops and/or vacuums floors; Runs buffers, carpet extractors, mowers, snow blowers, weed trimmers, etc.; Empties and sanitizes wastebaskets; Checks and replaces paper supplies
Cleans and sanitizes sinks, toilets and bathroom cubicles

Facilities Maintenance

Maintains upkeep of buildings and grounds including walls, equipment, windows, stairwells, playgrounds, lawns, etc., in accordance with health and safety standards

Other Requirements

- Must have reliable transportation to transport oneself to various Head Start sites or other locations when necessary during regular scheduled working hours.
- Must show proof of a valid South Carolina's Driver's License to be eligible for position.
- Identify and resolve problems in a timely manner; Work well in group problem solving situations. Use reason and restraint even when dealing with emotional topics.
- Ability to adapt to and solve challenging situations applying common sense and understanding to all work situations.
- Must have basic level written and oral communication skills; have a strong attention to detail; Ability to effectively and clearly communicate information and ideas with willingness to share knowledge, skills, and expertise with others.

QUALIFICATION

- High School Diploma or higher
- Minimum of two years custodial or maintenance experience.