

LEWIS-CLARK EARLY CHILDHOOD PROGRAM

JOB DESCRIPTION

TITLE: CUSTODIAN

EXEMPT/NON-EXEMPT: NON-EXEMPT

REPORTS TO: GENERAL OPERATIONS COORDINATOR (Valley)
EDUCATION/FAMILY SERVICES SUPERVISOR (Outlying Areas)

ISSUE DATE: 5/14

GENERAL POSITION SUMMARY:

The Custodian performs cleaning and related tasks and minor maintenance of the buildings and grounds to keep the Center in compliance with sanitation and operational requirements. The position performs duties necessary to provide a clean, safe, and healthy environment for children and staff. Job duties may vary due to (site) center design and assignments.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

- Maintain confidentiality and exercise sound judgment concerning privileged information.
- Responsible for ensuring that all outside windows and doors are locked before leaving for the day.
- Material Safety Data Sheet must be current, dated and posted near materials.
- Responsible for keeping cleaning supplies in a locked area out of reach of children.
- Have a working knowledge of custodial and/or commercial cleaning supplies.
- Maintain a clean, orderly, and safe work environment.
- Empty all trashcans, waste baskets and replace plastic liners throughout the building daily.
- Food trashcans must be scrubbed and disinfected bi-weekly.
- Clean all bathroom sinks and toilets daily. Replenish hand soap, toilet paper, and paper towels when needed.
- Reorder cleaning supplies as needed and submit the signed invoice to your supervisor.
- Clean and disinfect drinking fountains daily.
- Wet mop vinyl floors in classrooms every day.
- Wet mop kitchen floor daily. Wax as needed. Black kitchen mats must be damp-mopped daily and deep-cleaned and dried weekly.
- Sweep and mop all bathroom floors daily.
- Clean all hallways daily (vacuum, sweep and/or mop - in centers where applicable).
- Keep stairways inside and out clean and clear of hazards (in centers where applicable).
- Replace burned-out light bulbs in all buildings as needed.
- Empty vacuum bags as needed, but no less than weekly.
- Clean childcare area once a week (if applicable).
- Sweep down cobwebs as needed.
- Dust windowsills and molding as needed.
- Clean meeting and office areas as assigned or as needed
- During Spring and Fall seasons, provide deep cleaning as assigned by Supervisor.
- Complete other duties, including, but not limited to, minor facility and grounds maintenance and repairs, as assigned by Supervisor.

SECONDARY FUNCTIONS:

- Must have the ability to work effectively as a team member. Be able to give and receive information in a positive manner.
- Must be able to represent LCECP in a positive manner.
- Must be able to read, understand and implement professional materials.
- Must be conscientious in looking for In-kind opportunities and recording In-kind services appropriately to the agency.

SUPERVISORY RESPONSIBILITIES:

NONE

INTERPERSONAL CONTACTS:

- It is an expectation of all LCECP employees that while performing their duties they assure that all adults and children are treated with "unconditional, positive regard."
- Employees are required to report anything that comes to his/her attention that might be considered illegal or a breach of LCECP's policies or standards. Such issues, etc. may come to employees from parents and/or community members as well as co-workers during the course of performing their duties.

SPECIFIC JOB SKILLS:

- Willing to work for the betterment of the facility.
- Keep safety as a major concern and use personal protective equipment as required.
- Have/obtain knowledge of the use of cleaning products and personal protective equipment.

EDUCATION AND EXPERIENCE:

- Must be able to read, understand and implement professional materials.

JOB CONDITIONS:

- Must pass a Health Screen and a criminal background check that meets required state, federal, and LCECP Standards.
- Must be able to lift up to 50 pounds in emergency situations.
- Must possess a valid driver's license, have an acceptable driving record, have a safe, dependable vehicle available for possible business use; and provide proof of current vehicle insurance adequate to meet state insurance requirements.

Requirements by Percentage of the Workday

Physical Requirements	0-10%	10-25%	25-50%	50-75%	75-100%
Lifting		x			
Standing		x			
Walking		x			
Running	x				
Bending/Crouching	x				
Kneeling/Crawling		x			

Lifting weight

	0-10%	10-25%	25-50%	50-75%	75-100%
Less than 10#				x	
10-25#		x			
25-50#	x				
50-75#	x				
75+#	x				

Environmental Exposure	0-10%	10-25%	25-50%	50-75%	75-100%
Hot	x				
Humid	x				
Cold	x				
Wet/Damp	x				
Machinery*	x				
Risk of burns/chemical exposure	x				
Outside elements (sun, rain, etc)	x				
Loud (above normal class level)	x				

*Machinery: Working on machinery, running machinery, exposure to vibration, spinning shafts, blades, belts, boilers, blowers etc.

Additional Requirements

Math Requirement

- Simple math, addition and subtraction of single digit numbers, ability to count forward and backward.

Language Requirement

- Simple language, ability to understand simple spoken or written instructions. Ability to communicate simple ideas.

Reasoning

- Ability to make routine decisions based on concrete rules with little or no variables.

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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This Institution is an equal opportunity provider.

This job description is not a contract for employment. Duties may be changed at the Administration's discretion. The employee is expected to do other duties as assigned, which obviously fall within the scope of this job. The Lewis-Clark Early Childhood Program is an "At Will" employer.

I have read and understand the duties and expectations of this position and commit to carrying them out to the best of my ability for as long as I hold this position with Lewis-Clark Early Childhood Program.

Employee's signature

Date

I have gone over this job description with this employee.

Supervisor's Signature

Date

Date of Board Approval: 5/16/2014

Date of Policy Council Approval: 5/23/2014