

**TRI-COUNTY COMMUNITY ACTION, PROJECT HEAD START/EARLY HEAD
START**

JOB DESCRIPTION

JOB TITLE: Janitor

DEPARTMENT: Head Start Birth to Five Program

CLASSIFICATION: Part Time; non-exempt

GENERAL DESCRIPTION: The janitor is responsible for the cleanliness of the building. Must ensure the premises are kept neat and clean on a daily basis. Must be able to lift, bend, twist, reach, stretch, kneel, squat, push, and pull. Expected to follow all Tri-County policies and procedures and HS/EHS Performance Standards when applicable. Must have good communication skills. Must be able to use time wisely to ensure all tasks are complete.

QUALIFICATIONS: High school diploma; GED. Some knowledge of sanitation rules a plus. Experience working in public maintenance/sanitation/housekeeping.

EXPERIENCE: Janitorial or housekeeping cleaning duties. Light maintenance duties.

CLASSIFICATION: Part Time; non-exempt

DUTIES:

- Responsible for sweeping and mopping the entire building on a daily basis. Must use safety rules when floors are wet.
- Responsible for minor repairs to the building, for example, changing light bulbs, replacing AC filters, replacing door knobs, fixing doors, etc. Not responsible for major repairs involving plumbing or electrical.
- Responsible for ensuring both children and adult bathroom are cleaned and sanitized daily.
- Responsible for taking out the trash on a daily basis and trash cans are cleaned when needed. All trash is to be placed in the large trash bin for pick up by the city.
- Responsible for dusting furniture when needed and helping sanitize when needed.
- Sweep or blow out covered play area on a daily basis. Keep area free from pebbles and leaves.
- Keep sidewalks and entryways free from trash and tripping hazards.
- Work hours 8:00 a.m. until 4:00 p.m. Monday, Wednesday and Friday. 12:00 noon until 4:00 p.m. Tuesday and Thursday.
- Must be able to move or lift 20 to 25 pounds.
- Have the ability to conduct one's self in a manner that relates to TCCA Policies and Procedures both on and off the job.

- Performs any other assigned task relevant to the effective operation of the program or other task assigned by supervisor.
- Follow the four agency Behavior Competencies: Integrity, Teamwork, Professionalism and Compassion

SUPERVISORY DUTIES:

None

IMMEDIATE SUPERVISOR:

Center Director