



## Head Start

Alissa Holdson  
*Executive Director*

Ronald C Loos  
*Board Chairperson*

Andrea Rosipko  
*Director*

### POSITION DESCRIPTION

POSITION: **Custodian**  
EMPLOYMENT STATUS: **Temporary - Full Time (40 HRS)**  
RESPONSIBLE TO: **Operation Coordinator**  
SUPERVISES: **None**  
PRIMARY WORKSITE: **Main Office**

**BASIC FUNCTION:** Responsible for custodial services and light maintenance of buildings and the immediate area surrounding the buildings during scheduled hours.

### MAJOR RESPONSIBILITIES AND KEY TASKS:

- Provide a safe and clean child center and workplace environment.
- Responsible for the daily removal of trash, cardboard ~break down any boxes from the buildings.
- Responsible for the daily maintenance/cleanliness of all restrooms (children's, public, staff, and handicap,)
- Responsible for the daily vacuuming and mopping all floors in classrooms and public areas. Also vacuuming the upstairs twice a week.
- Responsible for the daily stocking and refilling all areas with paper products, garbage bags, soaps, gloves and cleaning chemicals.
- Help with sterilizing and/or sanitizing toys and/or classrooms.
- Show awareness of the needs of the building to ensure cleanliness.
- Proper maintenance/upkeep of surrounding grounds of building not limited to snow removal and mowing.
- Clean and wash windows and blinds in our Main, Collins and State Road Classrooms (every 6 months minimum)
- Clean and wash front and back windows in doors weekly.
- Dust mini-blinds in all windows once a month.
- Ensure the preparation and cleanliness of building before and after events, with possibility of weekends and evenings.
- Maintain a safe working environment, identifies and reports needed repairs, and ensure compliance with all regulatory agencies.
- Provide courier service if necessary.

### EDUCATION AND EXPERIENCE REQUIREMENTS

- High school diploma or equivalent with related work experience.

4510 Main Street, Ashtabula, OHIO 44004-6988

This Agency is an equal provider of services and an equal employment opportunity employer. Civil Rights Act 1964 (CRA)

**EXPECTATIONS:**

- Must maintain confidentiality within and out of the program.
- Follow both verbal and written directions.
- Work as a team member.
- Maintain a positive attitude.
- Demonstrate flexibility working with the diverse needs and abilities of families, children, and co-workers.
- Be prompt and maintain good attendance.
- Professional development as requested by Management Staff.

**ESSENTIAL JOB FUNCTIONS:**

- Daily standing for periods of several hours while executing various tasks.
- Regular crouching, bending, twisting, stooping, kneeling etc. may include occasional ladder climbing.
- Tasks may involve unplanned or procedure specific exposure to body fluids and possible exposure to communicable diseases. Maintain universal precautions at all times.
- Risk involved with periodic travel on main highways and rural roads.

**ADDITIONAL REQUIREMENTS:**

- Possess a valid Ohio driver's license; and insurability monitored by the ACCAA insurance carrier.
- In-service/training for transportation yearly.
- Completion of background checks including BCI, FBI, sex offender registry and child abuse and neglect registry.
- Pass initial and regular drug screenings.
- Perform duties as assigned, and assists other as directed.

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Signature

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Date