

Program Janitor

Performs a wide variety of tasks that are designed to meet the program needs for a clean, safe, and compliant environment for young children.

ESSENTIAL FUNCTIONS

Key Performance Area – Classroom Janitorial Services

- Cleans centers nightly to assure that they are clean and safe for children to play in the next day
- Uses center-specific janitorial checklists to assure that all cleaning is done and all tasks are completed
- Replenishes paper products and soap as needed in all classrooms
- Mops all classroom floors and hallways

Key Performance Area – Office Janitorial Services

- Vacuums office areas at each site
- Cleans adult restrooms at each site where adult restrooms are KCI's responsibility (replenishes supplies in adult restrooms)
- Cleans sink areas and kitchen counters in kitchen areas at all sites

Key Performance Area – Maintenance

- Takes out all trash and replaces all trash bags
- Cleans areas in need of extra attention as directed by the education manager or facilities and transportation specialist
- Replaces light bulbs and tubes as needed or as directed
- Removes stains from rugs and surfaces as needed
- Clean and maintain janitorial equipment, supplies, supply cabinets, etc. as needed

Key Performance Area – Recordkeeping and Reporting

- Completes nightly janitorial checklists and forwards to compliance specialist for review
- Submits inventory reports for cleaning supplies and paper products
- Updates and maintains MSDS sheets as needed for janitorial chemicals and supplies
- Reports potential hazards in centers (holes in floors, walls, tripping hazards, etc.) in writing to the facilities & transportation specialist
- Check e-mail regularly

MARGINAL FUNCTIONS:

- Perform other assignments as requested by supervisory staff
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Position Information

Reports to: Lead Program Janitor
Requirements: Skills Based Position
Full Time Position

Position Description

Required Certification and Licenses: Driver's License (Requires daily access to personal vehicle that is insured for purposes going from center to center to clean. Must provide proof of insurance twice a year.)

Starting Salary: \$13.75 per hour

Other Requirements:

- Regularly lift and /or move up to 25 pounds and occasionally lift and/or move up to 50 pounds
- Regularly exposed to toxic or caustic cleaning chemicals
- Occasionally exposed to outdoor weather conditions
- Regularly required to stand and walk
- Frequently required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl
- Ability to move furniture and heavy objects preparatory to cleaning, to load and unload trash receptacles, to operate power machinery for long periods, to perform cleaning (i.e., mopping and scrubbing) for long periods
- Occasionally work from ladders

Physical Abilities: see attached list

This Job Description describes the essential functions and qualifications for the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature below indicates that you have read the job description and understand the essential functions of your position.

PAYROLL INFORMATION:

- Timesheets are due every other Friday.
- Pay dates bi-weekly, alternating Friday's from timesheets.
- Payroll checks are direct deposited or mailed to employees on the pay date.
- All positions are contingent upon Policy Council Approval.
- This position is dependent upon availability of funding (all positions are grant funded).

I understand that I will be removed from the Substitute List if I do not respond to telephone calls for 30 days.

All positions may be required to work occasional evening and/or weekend (usually Saturday)

Personnel Policies and Procedures are available on the Internet at <http://kcialaska.org>

All employment with Kids' Corps is "at will". This means that the employee or Kids' Corps may terminate employment at any time and for any reason with approval from the Head Start Policy Council. No term of employment is expressed or implied by this job description.

Employee Signature: _____ Date: _____