



Position: Maintenance

Reports to: The Center Director

Status: non-exempt

**Qualifications:** A minimum of a high school diploma or equivalent and 2 years of experience in the custodial field. The primary responsibilities is to perform custodial/ janitorial tasks, clean and maintain a spotless, assigned facility. The candidate must pass a background record check including a cori, dcf and fingerprint check.

**Essential Functions:**

- The ability to lift, push and carry up to 50 pounds and to sit, stand, walk and stoop. Clear vision and hearing are essential to the position.
- Strong reasoning abilities to apply logical thinking to a wide range of practical problems
- Basic knowledge of acceptable cleaning standards related to the maintenance of the agencies facilities.
- The ability to operate janitorial equipment such as buffers, carpet cleaners, floor strippers and other applicable cleaning equipment

**Responsibilities include but are not limited to:**

- Clean and sanitize bathrooms
- Mop, wash, buff and vacuum floors
- Empty trash
- Clean windows and doors
- Shoveling walkways and sanding as required during scheduled hours
- Monitor inventory and handle or assist in handling the ordering of materials and supplies necessary for completing custodial cleaning and maintenance
- Adherence to the Department of Early Education and Care policies regarding the storage of cleaning products.
- Exhibit the ability to communicate with the staff and co-workers in an appropriate manner

I have read and understand my responsibilities of this position.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name Print: \_\_\_\_\_