

Supervisory Responsibility:

Position is not supervisory in nature.

Interpersonal Contacts:

Contacts are generally within the organization, with center staff. Generally the communication is via written notes; occasionally contacts are face-to-face verbal. Communication rarely contains confidential or sensitive information.

Specific Job Skills:

- Ability to work independently, completing work in a timely fashion, often following verbal or written instructions in English.
- Ability to read and understand cleaning product labels/MSDS and use products appropriately.
- Knowledge of proper cleaning techniques/methods.
- The ability to recognize “out of the ordinary” situations and notify appropriate people.
- Ability to effectively communicate in writing and/or verbally.
- Ability to perform basic math (add, subtract, multiply, divide).
- Ability to operate/maintain a vacuum cleaner; use a mop and broom.
- Ability to stand and walk for extended periods; need to smell, sit, stoop, bend, grasp, use hands over head, hear, and talk on a regular basis.
- Ability to routinely lift/move/push/pull up to 20 pounds, and occasionally up to 50.
- Ability to pass and maintain a criminal background check meeting State, Federal &/or local guidelines for working with children.

Education and/or Experience:

- Six months janitorial/custodial work experience.

Job Conditions:

Work generally takes place indoors during evening hours after the center has closed. The incumbent usually works alone.

First Level Supervisory Approval

Second Level Approval