



Tri-County Community *Action Partnership* Position Description

Position Title: Custodian	
Department: Early Head Start/Head Start	Status: Full-time/Non-Exempt
Pay Grade: Grade 6 Union	Location: Brainerd
Position Reports to: Facilities & Safety Manager	

Mission Statement

"TCC engages the entire community to listen to and partner with low-income individuals and families to expand their opportunities to move out of economic poverty and towards prosperity."

Summary

Provide custodial support in order to provide a clean, safe and healthy learning environment for children and staff.

Primary Duties - *All TCCAP staff are required to actively recruit families for agency programs.*

Cleaning/Upkeep:

- Clean, scrub, mop, dust, vacuum or sweeps floors, stairs, classrooms, kitchens, offices, commons, hallways, restrooms and other designated areas.
- Respond to emergency cleanup situations.
- Keep the custodial/maintenance rooms clean and well maintained. Restock shelves with cleaning supplies.
- Maintain building security: secure building, lock and unlock buildings, as necessary and perform other security tasks.
- Detailed cleaning of all areas of building in summer months as directed.

Maintenance/Repair:

- Perform routine preventative maintenance upkeep on equipment.
- Perform minor repairs and maintenance.
- Assist with major repairs and maintenance.

Set up/Take down:

- Set up, take down & cleanup for events and other activities as directed.

Grounds:

- Perform basic grounds upkeep including shoveling snow, picking up garbage and keeping entrances clean and free of obstruction, as needed.

Meetings/Trainings:

- Attends meetings and trainings as assigned.
- Perform other duties as assigned or requested.

Qualifications

- High School diploma or equivalent.

Experience & Abilities:

- Previous custodial or other related experience preferred.
- Knowledge of proper cleaning techniques.
- Ability to follow written and verbal instruction.

- Ability to employ proper lifting techniques and safely work with cleaning products.
- Basic computer and communication skills.
- Ability to work effectively in a team environment and meet deadlines.
- Organizational and time management skills including prioritizing duties.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to follow established routine with ability to vary sequence of duties as needed.

Physical Requirements

- Lifting, walking, pulling, stooping, climbing, crawling and kneeling.
- Extended periods of time on feet.
- Frequent lifting up to 50 pounds and occasionally lifts 75 – 100 pounds.
- Occasional climbing of ladders.
- Occasional repetitive motion & hand dexterity in performing tasks.
- Listening, speaking clearly and visual acuity.

This job description does not necessarily list all the functions or accountabilities of the job. Employees may be asked by management to perform additional duties and tasks. Management reserves the right to revise and update job descriptions at any time.

I have read and understand this description of my position.

Employee Signature

Date