

Cornerstone Community Action Agency
Job Description
JOB TITLE: Custodian and Maintenance Support

Exempt (Y/N): No.

Introductory period: 180 days

Supervisor: Center Director

Work Period: 12 months per year

Cornerstone Community Action Agency. is committed to a policy of Equal Opportunity Employment (EOE) in its dealings with both employees and applicants for employment. As such, CCAA provides equal opportunity without regard to race, ethnicity, age, religion, sex, sexual orientation, national origin, disability, status as a veteran, or any other characteristic protected by law except when such characteristic is a bona fide occupational qualification.

CCAA Vision Statement

To build thriving and self-sufficient communities by creating equal opportunities for all individuals and families.

CCAA Mission Statement

A Community in Action, Empowering People, Changing Lives, and Offering Hope to Achieve Self-Sufficiency.

SUMMARY: To provide custodial and minor maintenance for agency, classrooms, offices, common areas, utilities, equipment, fixtures, and materials for the facility and grounds. Follow health and safety procedures and perform safety inspections and checklists to ensure facility and grounds are hazard free.

This position assists in the fulfillment of the agency's mission by creating an opportunity to empower people, change lives, and offer hope to achieve self-sufficiency for each individual and family we serve.

ESSENTIAL DUTIES AND RESPONSIBILITIES. The Custodian/Maintenance Support will:

	Exceeds	Meets	Improvement Needed	N/A too soon to rate
1. Daily cleaning of classrooms, office, bathrooms, and common areas, including sweeping, mopping, vacuuming, dusting and emptying trash.				
2. Inventory control of all cleaning supplies, including ordering and receiving supplies.				
3. Seasonal deep cleaning and maintenance of building interior and exterior (i.e. Floor waxing, carpet cleaning, pressure wash building)				
4. Ensure that safety and health procedures are followed as directed by Supervisor and/or established policy.				
5. Perform routine inspections and regular up keep of interior and exterior areas to ensure areas are free of safety hazards, trash, weeds and other foreign materials.				
6.				

Perform regular upkeep of outside areas, including lawns, landscaped beds, play grounds and parking lots, to include weeding, mowing, trash and litter removal required to keep areas clean, neat and safe.				
7.	Exceeds	Meets	Improvement Needed	N/A too soon to rate
Assist with moving office and classroom furniture, fixtures and equipment to support increasing staffing changes, relocations, remodels, program expansion and custodial requirements. Assist with setting up for meetings and trainings.				
10.				
Performs or coordinates the standard non-technical repairs to electrical, plumbing, and heating/cooling systems of facility.				
11.				
Ensure any on-the-job accidents and any suspected fraud and abuse are reported.				
12.				
Prepare requisitions for materials and supplies; maintain records of time and materials used. Prepare and submit reports as required				
13.				
Attend meetings, trainings, and workshops as directed by supervisor in order to learn new skills and keep up-to-date with any changes to the program requirements.				
14.				
May occasionally assist in the classroom and/or kitchen.				
15.				
Ensure time sheets are submitted accurately and timely electronically.				
16.				
Delivers equipment and supplies as needed.				
17.				
Complete other duties as assigned by Supervisor or Management				

General Responsibilities The staff member will:

1.	Exceeds	Meets	Improvement Needed	N/A too soon to rate
<i>Appearance:</i> Ensure personal appearance, personal hygiene, and dress are appropriate for the day's activities and comply with dress code.				
2.				
<i>Reliability:</i> Ensure he/she can be counted on to carry out assigned responsibilities independently.				
3.				
<i>Safety:</i> Safely and properly use, maintain and operate all equipment for carrying out duties.				
4.				
<i>Punctuality:</i> Employee observes regularly scheduled work hours.				
5.				
<i>Compliance:</i> Employee follows CCAA, Head Start, and licensing policies, procedures, and established regulations				

Performance Rating Categories: Consider the employee's performance in each category and designate the level of performance that most accurately describes his/her job performance.

E-Exceeds. Results clearly exceed position requirements on a regular basis. Performance is of high quality and is achieved on a consistent basis.

M-Meets Expectation. Competent & dependable performance level. Meets the performance standards and objectives of the job without constant follow-up/direction.

I-Improvement Needed. Employee does not meet performance objectives on a regular basis and has difficulty following through with tasks. Requires constant follow-up and/or supervision.

N/A-Not Applicable or too soon to rate.

Qualification Requirement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

Must be 18 years old or older, have a high school diploma or G.E.D. and have a valid driver's license.

Language Skills

Must have ability to read and interpret documents such as Agency policies and procedures, program outlines and regulations, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Reasoning Ability

Must have ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must have ability to deal with problems involving several concrete variables in standardized situations.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Other Skills and Abilities

Ability to operate a personal computer, e-mail, and word processing software.

Physical Demands

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. In order to meet the requirements for home visits and training, the employee must maintain a valid driver's license or otherwise have transportation to and from required home visits or required training.

**This form reflects the general details considered necessary to describe the essential function of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent to the job. Failure to comply with Personnel Policies, job responsibilities, and functions, safety policies, can result in disciplinary actions up to and including termination.*

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

EMPLOYEE RECEIPT OF JOB DESCRIPTION

This job description is not intended to be all inclusive. CCAA reserves the right to revise or change job duties. This job description does not constitute a written or implied contract of employment.

I have read and understand this job description. I certify that I am able to perform the requirements of this job description. I have a received a copy of this document.

Employee SIGNATURE

Date of Signature

Employee PRINTED NAME

This portion to be completed at time of performance evaluation

Accomplishments/Recognition since last review

Specific areas of needed improvement/action items

Recommendations for professional development (seminars, trainings, schooling, licenses, etc.)

Head Start Employees must complete a professional development plan.

Supervisor/Manager Comments

Employee Comments

Supervisor SIGNATURE: _____ Date: _____