

**DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL  
JOB DESCRIPTION**

<b>TITLE:</b> HRDC Custodian/Maintenance Worker	<b>SUPERVISOR:</b> HRDC Building manager/NMCDC Child Services Director NMCDC Receptionist
<b>PROBATIONARY PERIOD:</b> 1 year	<b>SUPERVISES:</b> none
<b>EMPLOYMENT HOURS:</b> 40 hours per week-Split between HRDC, Head Start and Early Head Start	<b>WEEKS PER YEAR:</b> 52
<b>GRADE:</b> 11	<b>STARTING WAGE:</b> \$11.98
<b>POSITION SUMMARY:</b> General cleaning and maintenance of HRDC buildings and grounds to ensure a safe environment for children and staff. General maintenance of NMCDC's Lincoln Center buildings and grounds to ensure a safe environment for children and staff.	

**MAJOR RESPONSIBILITIES: CUSTODIAN**

**Daily:**

1. Classrooms:
  - Disinfect toilets and sinks
  - Sweep, vacuum, and mop all classroom floors
  - Empty garbage and trash
  - Clean all spills on floors and walls
  - Other duties as assigned by supervisor
  - Sweep and mop classroom and kitchen floors
2. Sweep all HRDC floors.
3. Clean toilet bowls and seats and sinks in all restrooms
4. Empty garbage and trash.

**Weekly:**

1. Sanitize garbage cans in classrooms.
2. Sweep, vacuum and mop all floors.
3. Check all community rooms ensuring they are clean and in working order.

**As Needed:**

1. Replenish hand soap, toilet paper, and paper towels as needed
2. Wash windows, walls, metal and woodwork in classrooms and all common areas.
3. Check on supplies and order. Put away items as they come in to the office.

**MAJOR RESPONSIBILITIES: MAINTENANCE**

1. Provide general maintenance and repairs to buildings and grounds in order to ensure a safe environment for children.
2. Complete work orders as needed.
3. Open, and close, lock and unlock HRDC facility as needed.
4. Pick up trash from around buildings and grounds as needed
5. Water, fertilize, and mow grass as needed
6. Check on supplies and order as needed
7. Shovel sidewalks and sand as needed.
8. Make minor repairs to toys and equipment per work order.
9. Review maintenance log.
10. Organize and transport donations as necessary.

**ADDITIONAL RESPONSIBILITIES:**

1. Perform safety checks on outside environment and inside buildings in classrooms.
2. Cleans and sanitizes all kitchen areas and equipment daily, weekly, and monthly.
3. Make arrangement to have carpets and chairs cleaned every six months.
4. Strip and wax floors every six months.
5. Responsible for upkeep and maintenance of tools and equipment used for the maintenance of the Agency.
6. Maintain inventory log of Agency tools and work with Housing Director to complete a yearly inventory check.
7. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. Must be at least 18.
2. Must have high school diploma or high school equivalency
3. Minimum one year experience in custodial and general maintenance using hand tools and power tools.
4. Ability to make minor repairs using hand tools and power tools.
5. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.
6. Must maintain confidentiality.

**SKILLS, ABILITIES AND OTHER REQUIREMENTS:**

1. Ability to work independently, take initiative, and problem solve.
2. Must be able to maintain confidentiality concerning staff and clients.
3. Able and willing to work with children and adults in a flexible schedule that includes evening and weekend hours.
4. Qualify to work in a child care center, as non care provider, by DPHHS-QAD Child Care Licensing upon submission of all required documentation.
5. Documentation of baseline TB test or ability to obtain within 30 days.
6. Possess current Infant, Child, and Adult CPR and First Aid certificates or obtain certification at the first available opportunity.
7. Satisfactory criminal background check and Child Protective Services background check.
8. Work well under pressure, meet multiple and sometimes competing deadlines. At all times demonstrate cooperative behavior with colleagues and supervisors.
9. Demonstrate a commitment to the mission of the Agency, present thoughtful recommendations and resolutions as a client's advocate: and always display integrity, honest interaction and professional excellence.

**WORKING/ENVIRONMENTAL CONDITIONS:**

1. Work is in an outside and inside environment.
2. Requires significant physical effort to lift and carry between 25 and 60 pounds on an occasional basis.
3. Requires ability to stand, vacuum, and or mop for a sustained period of time.
4. Must walk, stand, sit, bend, kneel, stoop, crouch and climb ladders on a frequent basis.
5. Exposure to multiple moderate, disagreeable elements, on an occasional basis.
6. Required to use hand tools and power tools.
7. Required to work with chemicals such as cleaning and sanitizing solutions, weed spray, paint and paint remover, etc.

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_