

**Job Summary:**

To keep childcare center or other office space, including bathrooms, and assigned buildings, in clean and orderly condition, and tend/maintain furnace and air conditioning units to provide heat, cool air and hot water. Receive general supervision from the Site Supervisor.

**Essential Functions:**

- Sweep, mop, scrub and vacuum floors and stairs; strip and/or wax as required;
- Dust, polish and clean furniture and woodwork;
- Wash windows and walls;
- Mop and disinfect classrooms, offices, bathrooms and kitchens;
- Empty trash and garbage containers and wash and disinfect as required;
- Maintain buildings/office space by performing minor and routine painting, plumbing, electrical wiring, and other related maintenance activities. Check and replace air conditioner filters as needed;
- Notify supervisor concerning need for major repairs or additions to lighting, heating and ventilating equipment;
- Clean debris from sidewalk and grounds;
- Provide immediate assistance for the health and safety of the children, parents, public and staff;
- Perform related duties as required.
- Service, clean, or supply restrooms.
- Clean building floors by sweeping, mopping, scrubbing or vacuuming.
- Gather and empty trash.
- Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floor and fixtures.
- Safely mix water and detergents in containers to prepare cleaning solutions, according to specifications.
- Clean windows, glass partitions, or mirrors, using soapy water or other cleaners, sponges, or squeegees.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Requisition supplies or equipment needed for cleaning and maintenance duties.
- Dust furniture, walls, machines, or equipment.
- Strip, seal, finish, and polish floors.
- Clean and polish furniture and fixtures.
- Steam clean or shampoo carpets.
- Move heavy furniture, equipment, or supplies, either manually or by using hand trucks.
- Remove leaves and debris from sidewalks, play areas, driveways, or parking areas.
- Monitor building security and safety by performing tasks such as locking doors after operating hours, checking electrical appliance use to ensure that hazards are not created and setting alarms.
- Set up, arrange, or remove decorations, tables, chairs, to prepare facilities for events or meetings.
- Make adjustments or minor repairs to heating, cooling, ventilating, plumbing, or electrical systems.
- Drive trucks or other vehicles to or at work sites.
- Clean facilities or sites.
- Monitor building premises to ensure occupant or visitor safety.
- Clean building walls or flooring.
- Prepare chemicals for work application.
- Dispose of trash or waste materials.
- Clean equipment or supplies.
- Clean furniture or fixtures.
- Confer with coworkers to coordinate maintenance or cleaning activities. Select equipment, materials, or supplies for cleaning or maintenance activities.
- Remove debris from work sites.
- Move furniture.
- Decorate indoor or outdoor spaces.
- Maintain equipment or systems to ensure proper functioning.

- Treat facilities to eliminate pests.
- Identify and report conditions that may present safety hazards (i.e. cracked sidewalks, peeling paint, standing water).

**Knowledge and/or Abilities:**

- **Abilities to:**
  - Work without direct supervision; manage time wisely
  - Read and understand a variety of instructions provided in written, oral, diagram, or schedule format
  - Keep accurate records of inventory and receipts
  - Write simple correspondence
  - Operate and maintain light equipment (.e.g. mowers, edgers, sprayers, trucks, tractors, carpet cleaners)
  - Accept constructive criticism
  - Communicate and cooperate with others
  - Maintain confidentiality of information.
  - To speak, read and write Spanish necessary or preferred depending upon the needs of the program.
  - Perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling materials.
  - Use hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
  - Inspect equipment, structures, or materials to identify the cause of errors or other problems or defects.
  - Provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
  - Observe, receive, and otherwise obtain information from all relevant sources.
  - Develop specific goals and plans to prioritize, organize, and accomplish your work.
- **Knowledge of:**
  - Cleaning procedures
  - How to safely store chemicals
  - Chain of command;
  - Program policies and procedures;
  - Safe practices.

**Working Conditions and Physical Abilities:** Inside buildings (preschool classrooms, bathrooms, kitchens, offices) and outside with playgrounds and parking lots; Varying weather conditions; High places (e.g. rooftops); Exposure to fumes, airborne particles, toxic or caustic chemicals, electricity; Traveling to meetings and trainings throughout Tulare County; The noise level can be from extremely quiet to high; Stand, walk, use hands to finger, handle or feel objects, tools or controls; Climb, balance, stoop, kneel, crouch, crawl; Regularly lift and/or move up to 25 pounds; Frequently lift and/or move up to 50 pounds; Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Education and Experience Required:**

- High school graduate or GED
- Experience as janitor or custodian

**Certificates, Licenses, Clearances Testing and/or Bonding Required:**

- Valid California Driver's License and use of personal vehicle.
- Proof of automobile liability insurance.

**FLSA Status:** Non-Exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.