



<b>Position:</b>	<b>Head Custodian-Foundations Community Childcare</b>
<b>Reports to:</b>	Executive Director, Assistant Director
<b>Status:</b>	Part-time
<b>Position Summary:</b>	The head custodian maintains that the center and grounds are in top condition to ensure full and productive use of the facility.
<b>Essential Duties and Responsibilities:</b>	<p>Ability to initiate and complete all daily cleaning, sanitization, and maintenance tasks.</p> <p>Complete routine deep cleaning of the facility including windows, dusting, floor maintenance, etc. as needed.</p> <p>Familiarity with computers and software relating to maintenance and inventory.</p> <p>Ability to read safety data sheets (SDS).</p> <p>Have a valid driver's license, be able to drive when necessary to pick up supplies or equipment.</p> <p>Ensure that all activities conform to center, county, and state guidelines.</p> <p>Communicate effectively with all members of the center and community.</p> <p>React to change productively and handle other tasks as assigned.</p> <p>Appropriately operate all equipment and machinery as necessary.</p> <p>Maintain facility and grounds in top condition.</p> <p>Promote the safety, health, and comfort of children and employees in the facility and on the grounds.</p> <p>Maintain a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects.</p> <p>Other duties as assigned by the Executive or Assistant Director.</p>
<b>Knowledge, Skills, Abilities, and Qualifications:</b>	<p>High school diploma or education and experience equivalent.</p> <p>Preferred experience in custodial work and building and grounds operations.</p> <p>Must be able to get along well with others.</p> <p>Must possess the ability to manage resources to best meet the needs of the children and the expectations of the center.</p> <p>Ability to accurately complete and submit reports according to state and county requirements.</p> <p>Perform preventive maintenance, repair, and installation in connection with electrical, plumbing and HVAC systems.</p>



<b>Physical Requirements:</b>	Requires prolonged sitting or standing. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials. Requires stooping, kneeling, crawling, bending, turning, and reaching. Requires climbing and balancing.
<b>Working Conditions:</b>	Must work indoors and outdoors year-round. Must work in noisy and crowded environments. Must be able to work in high places.

**Last Modified: March 1, 2024**  
**Prepared By: Executive Director**  
**Employee Acknowledgement:**  
I have read and understand the Position Description for the position I will hold at Foundations Community Childcare Center (FCC). A copy of the Position Description has been given to me for my records. I acknowledge, understand, and agree that:

1. It is to inform and assist me in the performance of my duties at FCC.
2. It does not constitute an employment contract with FCC.
3. It does not confer any rights for any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of FCC.

I understand and agree that my employment with Foundations Community Childcare Center is "at will" and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Original:** Employee Personnel File

**Copy:** To Employee

**Copy:** Job Description File