



UCAN Employment Opportunity

Custodian

Head Start Sites and Early Head Start Center	Closing Date: Open until filled
Budgeted Hours: School year schedule=28 hours per week for 40 weeks Summer schedule=10 hours per week for 12 weeks	Salary: \$10.25 - \$13.50 PTO/Dental/Retirement benefits
APPLICATION PACKET MUST INCLUDE UCAN APPLICATION AND CRIMINAL HISTORY RESULTS	

ATTENTION: Candidates **MUST** be enrolled in the Criminal History Registry. Initial registration requires completion of an Application for Enrollment in the Criminal History Registry (CCD199) and submission to the Child Care Division with processing fee. **Registry results MUST be included with the UCAN job application.**

Please allow 3-5 days for on-line application, 1-2 weeks for mail in-state results; 6-8 weeks for out-of-state results.

THE POSITION: Performs basic and routine cleaning duties to agency buildings; restock supplies; and other miscellaneous duties in order to ensure that the agency facilities are maintained in a healthy, safe and sanitary manner.

Essential Functions of the Job: Perform basic cleaning of agency buildings which includes: vacuum, clean, mop, strip, wax, and buff floors; shampoo carpets; wash windows, blinds, walls, ceilings; clean and stock restrooms; dust and clean furniture; refill supplies. Collect trash and dispose. As needed, wash all windows, inside and out; clean walls, doors, etc. Provide assistance to building users and prepare rooms for users; setup, take down tables, chairs, power panels and electric cords. Follow instructions regarding the use of chemicals and supplies and use as directed. Maintain an adequate supply of cleaning materials and supplies and restock as necessary. Handle recycling materials. Attend to cleaning/building emergencies as necessary. Report any maintenance issues to Program Operations Manager. Perform other related duties as required.

NOTE: Regular and consistent attendance is required. Hours of work are after normal business hours and may require weekends occasionally.

MINIMUM QUALIFICATIONS: Some progressively responsible work experience in custodial maintenance OR any satisfactory equivalent combination of experience and training. Experience should include working around/with children 1 to 5 years of age, with the ability to interact in an accepting and positive manner.

DRIVING RECORD: Applicants selected for interview will be required to bring to the interview a recent Court Print driving history obtained from the DMV. Please allow 2-3 days for delivery and longer for out of state.

Following appointment: must 1) acquire an initial first aid card and renew as necessary to keep current, and 2) participate in a staff health appraisal.

In addition to the above, applications will receive further evaluation based on the following: **Knowledge of:** Reasonable knowledge of cleaning methods, procedures, equipment and supplies used in custodial maintenance. Knowledge of MSDS and hazard procedures.

Skill in: Safe operation of appropriate power tools and equipment. Skill in problem solving, decision making, and time management.

Ability to: Communicate effectively in oral and written forms; interpret and comply with written and oral instructions; estimate time and materials for individual projects and manage time efficiently; adjust to priority changes and work well under pressure; utilize problem identification and resolution techniques; remain calm and use good judgment during confrontational or high pressure situations; establish and maintain records and reports; courteously meet and deal effectively with other employees, facility users and the public. Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products. Ability to work independently. Must follow all safety rules and practices, and perform work in a safe manner.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work will require occasional lifting up to 25 pounds, bending, carrying, manipulating, pushing, pulling, reaching, standing, stooping, and walking. Work requires occasional mental and/or visual attention and is typically performed under reasonably good working conditions which could involve dirt, dust, fumes, heat and vibration.

APPLY ON-LINE OR SUBMIT COMPLETED UCAN APPLICATION TO:

UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470

541-492-3913 FAX 541-492-3921

Application on website: www.ucanap.org

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