

Job Posting

Position: Substitute Head Start Custodian

Job Summary: Perform cleaning of interior of facility

Qualifications and Expectations:

- High School Diploma or equivalent required.
- Must possess good organizational skills involving consistency, flexibility and structure.
- Must have good physical and emotional stamina.
- Must have the ability to lift / carry up to 50 pounds.
- Must work with all staff and families in a professional manner.
- Must be able and willing to accept and share additional responsibilities to achieve team goals.
- Must demonstrate an appropriate professional demeanor and appearance at all times.

Duties & Responsibilities:

- Clean kitchen & bathrooms
- Clean classrooms and office spaces
- Clean sinks and water fountains
- Clean tops of trash cans
- Sweep, vacuum, and mop all rooms
- Replace supplies (paper towels, toilet paper, soap, etc) as needed
- Take out all trash
- Set out recycling
- Empty recycling bins
- Dust entry area, walls and remove cobwebs
- Clean behind furniture
- Wash all windows, including doors, inside and out
- Clean curtains in child bathroom
- Clean vents
- Dust walls/remove cobwebs around ceiling/floor
- All other duties as assigned by supervisor

Work Schedule: As-needed basis

Pay Rate: \$12.50 per hour

**Qualified applicants should submit a resume to Human Resources, P.O. Box 768
Lancaster, Ohio 43130.**