

JOB SPECIFICATION

JOB TITLE: Custodian III

REPORTS TO: Facilities Manager

SUPERVISES: N/A

SALARY RANGE: \$29,500 - \$36,000 annually

SUMMARY OF JOB: The Custodian III provides support to the Facilities Manager and Center Supervisors by assisting with ensuring that all facilities operate in a safe and efficient manner. The Custodian III monitors health and safety at the facilities, is responsible for inventory control, assists with monitoring maintenance contractors/vendors at the centers and ensures that the agency vehicles operate efficiently.

RESPONSIBILITIES:

1. Assist the Facilities Manager with ensuring contracted services are completed timely by overseeing service delivery, as requested
2. Ensures registration, insurance and brake tags are up to date
3. Ensures vehicles operate in good and efficient condition
4. Assist with ensuring health and safety compliance measures are implemented accordingly and communicate any challenges to Center Manager and Facilities Manager
5. Maintain current inventory of supplies and equipment for OCYF
6. Review janitorial supply orders from staff and submit requisitions for orders monthly
7. Conduct routine (monthly) health and safety inspections at centers, including classrooms, shared spaces, grounds, etc.
 - 1) Provide report to facilities manager, center manager and OCYF Director monthly
 - 2) When corrective action is needed, follow up to ensure corrective action measures are implemented and followed
8. Respond to after hours emergency calls
9. Transports goods or equipment, as assigned
10. Assist with cleaning and upkeep of facilities, as needed.
11. Participate in evaluation of service needs and make recommendations to the Facility Manager regarding internal assignments or outsourcing
12. Performs other duties as required

REQUIRED SKILLS/ABILITIES:

1. Ability to implement Head Start Performance Standards and state and local licensing requirements
2. Ability to communicate and work with diverse professionals.
3. Ability and willingness to work in a program located in a high-risk, low-income community.
4. Ability to exercise discretion in handling confidential information and materials.

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5. Ability to communicate and respond in a manner that consistently demonstrates respect and concern.
6. Must have excellent organizational skills and proven ability to work within prescribed timelines.
7. Must be willing and able to travel to partner sites.
8. Ability to prioritize and manage multi-functional tasks
9. Ability to work effectively under pressure, and against strict time constraints
10. Ability to use standard powered and non-powered tools
11. Must be able to work independently without direct supervision
12. Must be able to effectively communicate (oral and written) with all employees, contractors and vendors

PHYSICAL DEMANDS:

- Move frequently around each location and from location to location, use hands to finger, handle, or feel objects, tools, or controls, and talk or hear
- Stand and sit for prolonged periods of time; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- Lift and/or move up to 20 pounds constantly and 50 pounds or more occasionally.
- Utilize close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

EDUCATIONAL AND WORK EXPERIENCE REQUIRMENTS:

High School Diploma, 2 years janitorial/maintenance experience, one year experience managing large projects

Must have a valid Louisiana Driver's License

Criminal background clearance and a physical examination and TB test are required as condition of initial employment and continued employment.