



507 1<sup>st</sup> Ave. N  
Escanaba, MI 49829  
(906) 786-7080 – Phone  
(906) 789-9423 – Fax

The Community Action Agency Early Childhood Program is currently accepting applications for the following position:

Part-time **Building Custodian** working 8 hours/week in Gladstone.

Candidates must have a high school diploma or GED.

Entry wage is \$13.37– \$14.79 depending on education and experience.

Benefits include 403(b) retirement plan and access to our Employee Assistance Program.

Please submit a completed application to MDSCAA ECP, Attention: Sharon Reisner, 111 N 5<sup>th</sup> St., Escanaba, MI 49829 **OR** send an email to [hr@mdscaa.org](mailto:hr@mdscaa.org).

**MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY**  
**Job Description**

<b>Program:</b>	Early Childhood/Head Start	<b>Reports To:</b>	Center Manager/FT Manager
<b>Job Title:</b>	Building Custodian	<b>Supervises:</b>	None
<b>Job Location:</b>	As Assigned		
<b>Job Classification:</b>	Regular, Hourly / Union Position		

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**QUALIFICATIONS**

**Experience:** Knowledge of cleaning methods.  
Ability to perform manual tasks such as scrubbing floors, vacuuming, etc.  
Knowledge and ability to perform building repairs

**Education:** High School diploma or GED

**Other Factors:** A standard 8 hour work day requires the ability to: **1]** perform medium work - lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds; **2]** stand/walk for 6-8 hours; **3]** sit 1-3 hours; **4]** drive 1-3 hours; **5]** use hands for repetitive simple grasping, fine manipulation, pushing, and pulling; **6]** use feet for repetitive movement as in operation of foot controls (driving); **7]** frequently bend, squat, twist body, and **8]** occasionally climb.

Must be able to work well with others.

Must abide by state requirements for MI Child Care Licensing to include health requirements, and comprehensive background checks in the form of fingerprints.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.

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**MISSION STATEMENT**

To prepare young children, prenatal to age five, for school readiness through high quality early education services and family engagement.

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**ESSENTIAL FUNCTIONS**

1. Responsible for cleaning and maintaining classrooms, bathrooms, kitchen, gym (where applicable), hallways, and office areas. Daily duties to include: sweeping and washing floors, vacuuming, cleaning bathrooms, emptying garbage.
2. Responsible for periodic cleaning, such as stripping and waxing floors, washing carpets, washing walls, windows, and mopboards as needed.
3. Maintain adequate cleaning supplies by letting the Center Manager/Site Leader know when supplies are running low.
4. Perform general building repairs when requested by the Center Manager/Site Leader.
5. Demonstrate respect for others by sharing information objectively and non-judgmentally and adjust verbal and written communication strategies for different audiences.
6. Maintain staff and family confidentiality by limiting conversations about them and access to their records to those directly involved in providing services to them and by ensuring that confidentiality policies are followed across the program. Develops and maintains responsive and positive relationships with child, families, and other staff.
7. Promote a collaborative, productive working environment by following established communication protocols, clearly articulating expectations, outcomes, and timelines, and using conflict resolution and negotiation skills when needed.
8. Development and implementation of ongoing professional development goals as approved and /or assigned.
9. Develop and maintain competency in the use of a variety of technology systems as directed by supervisor.
10. Complete all documentation and reporting requirements in an accurate and timely manner.
11. Support the program's efforts to generate Non-Federal Share.
12. Abide by all Community Action Agency/Early Childhood Personnel Policies.
13. Maintains regular and punctual work attendance
14. Is knowledgeable of and appropriately applies relevant program policies in work with children, families, and staff
15. Constant and active supervision is maintained when staff member is working with children, in any capacity.
16. The health and safety of children in the care of the program is a priority for staff in any capacity.
17. Identify as a mandated reporter and follow all mandatory child abuse/neglect reporting procedures set forth by the program.
18. Participate in recruitment efforts as assigned or needed.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person. Nothing in this job description restricts Management's rights to assign or reassign duties and responsibilities to this job at any time.