



**Fort Peck Tribes Head Start  
(Custodian)**



<b>Title:</b>	Head Start Custodian	<b>Supervisor:</b>	Custodian
<b>Dept:</b>	Head Start	<b>Job Type:</b>	Full-time & Part-Time

<b><u>Salary:</u></b>	Range: \$13.00-\$15.00 Hourly. Set by Head Start in accordance with the Fort Peck Tribes.
<b><u>Length of Job:</u></b>	47 weeks or decided otherwise by the Supervisor/Head Start Director.
<b><u>Location:</u></b>	Head Start Building-Admin. Building- Poplar, Montana

**Introduction:**

This position is located in the Head Start Centers/Administration Building. The purpose of this position is to provide a daily cleaning and sanitizing service to maintain the facility and outdoor playground area is a clean, safe, and hazardous free environment for preschoolers. This position requires basic knowledge and understanding of carpentry and plumbing; individuals are required to use power tools and yard maintenance equipment.

■ **Major Duties:**

- Floor, toilets, and lavatories shall be cleaned daily or as often as necessary to prevent the accumulation of contaminants. Cleaning chemicals shall not be in use while children are occupying the facility.
- Ensure that outdoor play areas are free of broken glass, sharp objects, standing water, poisonous plants, brush or high grass, ice and snow accumulation.
- Vacuuming, sweeping, or mopping floors with a sanitizing solution at least daily, and when soiled.
- Cleaning and sanitizing toilet rooms, flush toilets and fixtures daily.
- Keeping trash and garbage containers covered and in designated areas.
- Store cleaning materials, detergents, aerosol cans, pesticides, medication poisons, chemicals used in lawn care treatment and other toxic materials in their original containers and out of reach of children.
- Store outdoor equipment for the children in an enclosed area
- Replace batteries on smoke detectors and keep them operating

■ **Other duties as assigned.**

- May be assigned other related duties as appropriate and within the scope of general responsibilities for this position. However, this job description in no way states or implies that these are the only duties that may need to be performed by the employee fulfilling this position. This job description describes the general nature and level of work, but is not intended to be an exhaustive list of all responsibilities and duties which may be required.



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■ **Knowledge required by the position:**

Requires working knowledge and experience performing the various janitorial tasks associated with the care and cleaning of buildings is preferred. Requires working knowledge of understanding Material Safety Data Sheets (MSDS) is preferred. Requires in-depth knowledge and experience in securing buildings during non-business hours is preferred.

Knowledge of and skill in oral and written communications, interpersonal and human relations, problem solving, customer service in person and via telephone (discretion, patience, etiquette, professionalism).

Requires the ability to maintain discretion and STRICT confidentiality with work-related information. Requires the ability to work alone and independently in performance of job duties. Requires the ability to communicate effectively and to understand and execute oral and written instructions. Requires the ability to establish and maintain congenial working relationships with other Tribal programs, outside business associates, and the public. Requires the ability to work flexible hours when needed. Requires the ability to assure that safety, general cleaning, and infection control are observed at all times in adherence to the Federal head Start Policy Guidelines.

■ **Supervisory Controls:**

<u>Reports to:</u>	Head Start-Compliance Coordinator and/or Center Supervisor and/or Head Start Director
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■ **Guidelines:**

- The incumbent adheres to Head Start Performance Standards, Fort Peck Tribes Policies, HIPAA and OSHA guidelines. The employee understands the directive provided by the supervisor and can make judgment calls that are in accordance with the governing bodies, policies and procedures.

■ **Complexity:**

- The work consists of duties that involve related steps, processes, and methods. The decisions regarding what needs to be done will vary, requiring the employee to recognize the existence of and differences among a few recognized situations. Actions to be taken or responses to be made differ in such things as the source of information, the kind of transactions, or entries.

■ **Scope and Effect:**

- Must be able to perform various janitorial duties to ensure a safe and sanitary environment. Keep buildings and playground in clean and orderly condition.

■ **Contacts:**

<b><u>Personal Contacts:</u></b>	Center Cooks, Service Vendors, Classroom Teacher/s, building staff, parents/guardians and students
<b><u>Types of coordination:</u></b>	As directed by the Compliance Coordinator, Classroom Teacher/s, Head Start Director or others with coordination responsibilities.
<b><u>Purpose of Contacts:</u></b>	To obtain necessary information to prepare for the safety and health of students/staff. To obtain and share information with vendors. Interact with parents/caregivers to discuss ways to better serve students/staff.



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■ **Physical Demands**

- Requires the ability to perform indoors and outdoor seasonal environments. Requires ambulatory ability to move about office, classroom, and school grounds. Requires the ability to carry, push, and move supplies, furniture, etc., of light-to-medium weight (under 50 pounds) on an intermittent basis. Requires ambulatory ability to move to different work locations and to bend, stoop, climb, and reach to perform inspections. Requires arm, hand, finger dexterity to demonstrate use or operate common tools used in ECE janitor environments. May require the ability to lift from floor, waist, or overhead, objects up to 50 pounds on an infrequent basis. Requires the ability to function with temperature variations. Requires visual acuity to observe work sites, read written materials, and infection control practices observed. Requires auditory ability to carry on conversations in person and over the phone, including the ability to project voice in noisy working conditions.

■ **Work Environment:**

- Work is primarily in the Center Buildings, indoors and outdoors with some, yet infrequent exposure to health and safety considerations.

■ **Required Qualifications:**

- High school diploma or Equivalent. Must pass designated background checks, drug-test, submit updated immunizations and current physical examination. Must obtain clearance of Tuberculosis. Organizational skills, flexibility, problem solving skills, and the ability to follow directions. Past janitorial experience preferred.

● **Desired Qualifications:**

Basic understanding and knowledge of Head Start/preschool learning and environment. Ability to deal with confidentiality in a respectful and professional manner. Ability to learn and navigate new software quickly. Must relate in a positive, nurturing way, both verbally and physically, and be sensitive to the needs of children, parents and co-workers. Must use quick, safe reactions and responses in dealing with children or situations that involve children. Must have knowledge of how to operate wireless tablets, desktop/laptop with related software, Google, Word, Excel, PowerPoint, Microsoft Teams and Zoom. Driver’s license.

● **Special Requirements:**

Willing to obtain experience working with children within six (6) months of hire date. Willing to obtain GED/HISET/HS Diploma within six (6) months of hire date.

Ability to obtain certification in; Food Handlers License, First Aid and CPR, and Bloodborne Pathogens. Should be in possession of basic mathematical skills and must be able to accomplish accurate recordkeeping.

**Confirmation:**

I have read all of the above descriptions, understand it thoroughly, and accept duties as cited, confirming with my signature.

\_\_\_\_\_ **NAME**

\_\_\_\_\_ **DATE**