

Head Start Facilities Assistant

Responsibilities:

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and written plans.
- Ensure that the Head Start Central offices are clean including bathrooms and common areas by sweeping, mopping, vacuuming, dusting and emptying trash.
- Seasonal deep cleaning and maintenance of building interior and exterior (i.e. Floor waxing, carpet cleaning, pressure wash building).
- Ensure that safety and health procedures are followed as directed by Facilities Manager
- Perform regular upkeep of outside areas, including lawns, landscaped beds, play grounds and parking lots, to include weeding, trash and litter removal required to keep areas clean, neat and safe.
- Assist with moving office and classroom furniture, fixtures and equipment to support increasing staffing changes, relocations, remodels, program expansion and custodial requirements.
- Effectively communicate with the Facilities Manager on progress of scheduled maintenance, emergency maintenance, materials received, and ongoing projects.
- Miscellaneous minor maintenance; (i.e. changing filters, unclog toilets, daylight bulbs etc.)
- Complete quarterly HVAC coil cleanings and filter changes on the HVAC units and maintains records.
- Assist with training and event set ups.
- Complete Safety Checklist on a monthly basis.
- Attend meetings and trainings as required or recommended by supervisor.
- Perform other duties as assigned.
- Ensure Head Start Vehicles are cleaned to include vacuuming, removing trash and exterior washing.
- Maintains confidentiality of all records and information for staff, children and families.
- Capacity and empathy to work with a diverse population, low-income families, and children including those with disabilities.
- Other duties as assigned.

Qualifications/Requirements:

- High School Diploma or GED
- One (1) year of experience in general maintenance work, or janitorial or related field, or an equivalent combination of training and experience
- Ability to read and comprehend instructions, short correspondence, and forms
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions
- Ability to deal with problem solve
- Knowledge in basic carpentry, plumbing, and HVAC
- Ensure periodic physical examinations and tuberculin test.

Initials _____

- Incumbents are subject to a criminal background check and must pass a pre-employment drug test and random drug and alcohol screenings.
- Bilingual (English/Spanish) a plus.
- Valid Driver's License and Insurance

Knowledge or Skills:

- Competent in using basic hand tools and power tools
- Knowledgeable of basic electricity, plumbing, carpentry, and HVAC
- Familiar with assigned geographical area and knowledge of community resources.
- Organizational and multi-tasking skills.

Highland Rim Economic Corporation
06/18/2015

Signature _____

Date _____