**The Center**

Early Childhood Programs

Lake County School District R-1

**Mission Statement**

Our mission is to serve and respect children and families by providing research-based early childhood education services that promote the development of knowledge, life skills, and self-esteem.

**Job Title:** PM Faciity Support Staff (part time)

**Prepared Date:** June 28, 2017

Salary Grade: $10.00-$11.00/hour, 20 hours per week

Benefits: PERA retirement

**Work Year:** 210 days (August to June); Hours 2:30-6:30 pm

**Department:** The Center Early Childhood Programs

**Reports To:** Child Care Director

**JOB SUMMARY**

Perform daily program operation duties including cleaning duties, minor maintenance and other miscellaneous duties in order to ensure that the facility is kept in a healthy, safe, and sanitary manner to create the best learning environment possible.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Include the following. Other duties may be assigned.*

**Daily Tasks: Perform daily cleaning duties in assigned areas, pick up radio from office**

1. Daily cleaning of classrooms 2-8 including wiping of all surfaces, cleaning and sanitizing sinks, spot-cleaning linoleum floor surfaces or mopping as needed, and vacuuming classroom floors
2. Daily cleaning of room 9, front office and health office, including spot cleaning desks tops, sinks, and surfaces, emptying and cleaning trash cans, and vacuuming of floors
3. Clean and sanitize all bathrooms, including sweeping, mopping, and stocking with toilet paper. Fill paper towel dispensers and soap dispensers throughout the facility
4. Sweep and mop preschool and library hallways and vacuum rugs at each entrance
5. Maintain teacher resource room, keeping space neat and tidy, including ensuring toys and materials are stored correctly for easy access. Restock butcher paper racks as needed.
6. When snowing, all sidewalks, entry ways, stairs, and playground areas will need to be shoveled and salted. Use snow blower when appropriate (check on periodically, if snowing heavily).
7. Respond to radio calls and needs in the classrooms related to soap and paper towel needs and cleaning of spills. Changing light bulbs as needed.
8. Assist with snack preparation, delivery, and clean up – including washing of dishes
9. Replace tarp over the sandbox at the end of the program day, facilitate any other playground equipment storage needs.
10. Closing building duties including bringing in and storing the flag, turning off all lights, closing of all windows, locking all doors and ensuring spaces are secure, securing padlock and front gate, and setting the alarm as appropriate

**Weekly:**

1. Perform weekly cleaning duties including deep dusting of counter tops, shelves, and windowsills in classrooms and common areas and buffing of floors. Cleaning of windows and weekly mopping in classrooms.
2. Supporting with event set up and take down as needed

**Annually:**

1. Perform annual cleaning duties, including stripping and re-waxing floors, shampooing rugs and carpets, cleaning of gym and cafeteria, including floors, washing walls, cleaning tables, shelves, and counters. Washing of all windows and deep cleaning of classrooms.
2. Support with proper storage of toys, materials, and equipment as needed. Sort resources and materials as assigned to ensure that all unsafe, broken or worn materials are discarded as appropriate and things are properly stored for the next school year.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND TRAINING**

2 Years of high school, vocational school, or equivalent on-the-job training and experience

**EXPERIENCE**

0-2 years experience in the cleaning field

**SKILLS, KNOWLEDGE, & EQUIPMENT**

Communication, interpersonal, CPR, and First Aid skills. Ability to work with children and adults. Must pass CBI fingerprint and background check prior to hire.

CPR and First Aid certifications required within three months after hire. Must obtain physical and TB test within 30 days after hire.

Important workplace behaviors include: health and safety focus, time management, perseverance, positive peer relationships, and effective communication. Operating knowledge of hand buffer, high speed buffer, carpet cleaner, and snow blower preferred at hire, required within 2 weeks after hire.

**SUPERVISION/TECHNICAL RESPONSIBILITY**

This role has no supervisory responsibilities

**JUDGMENT AND DECISION MAKING**

Daily work is assigned by the Child Care Director and the Director of Early Childhood Programs. Requires cleaning knowledge and ability to follow instructions to complete daily responsibilities. Decision making is guided by custodial checklist and safety and health standards and procedures and The Center Employee Handbook. Decision making requires collaboration with the Child Care Director and Director of Early Childhood Programs. Errors in decision making could lead to safety or health hazards for students, staff and the general public. Supervisor is involved only in major decisions.

**DIVERSITY OF DUTIES**

Duties require cross training in safety and cleaning standards and procedures and health and safety guidelines for preschool aged children. Duties extend within assigned building on a daily basis.

*The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand; walk; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance on ladders/stepstools; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

**MENTAL FUNCTIONS**

While performing the duties of this job, the employee is regularly required to communicate. Frequently required to coordinate. Occasionally required to compare and analyze.

ACKNOWLEDGEMENT AND COMPLIANCE OF JOB DESCRPITION

I understand the requirements and diverse functions of my position as **Facility Support Staff.**

**Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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