COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

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Cynthia W. Burton
Executive Director

September 13, 2021

JOB ANNOUNCEMENT

Title: Building Custodian/Maintenance – Full time

Location: Alberta Head Start Center - Tuscaloosa

Employment Classification: Regular, Full-time, Non-Exempt, Non-Safety-Sensitive

Summary of the Position: See Attached Job Description

Qualifications of the Position: See Attached Job Description

Duties and Responsibilities: See Attached Job Description

Salary and Application Procedures: This is a Paygrade 10 position on the CSP Head Start Salary Scale with a pay range of $9.65 - $14.32 per hour. Current employees may apply by submitting a letter of interest along with and updated employment application. Other interested applicants may apply by submitting a completed employment application obtained from the website at www.cspwal.com or by contacting the Human Resources department of CSP at (205) 752-5429 to request an application. Completed and signed applications may be submitted in person, by mail or scanned and emailed to employment@cspwal.com.

Deadline to apply: **Monday, September 27, 2021, at 6:00 p.m.**

Community Service Programs of West Alabama, Inc. is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, or national origin. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children's facility and applicants will be subject to criminal history background checks. CSP is an E-verify Employer. **EOE AA M/F/Vet/Disability.** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability or national origin.

Community Service Programs of West Alabama

Job Description

Job Title: Building Custodian/Maintenance

Division/Department: Head Start

Reporting Relationship: Center Manager

Exemption Status: Regular Full-Time, Non-Exempt, Non-Safety-Sensitive

Work Schedule: 40 hours/week

Grade/Salary: Head Start Pay Grade 10; Range $9.65 - $14.32 per hour

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Summary of Duties and Responsibilities

The Building Custodian position is responsible for the cleanliness, general repair, preventive maintenance, and safety check of the Head Start facilities, equipment, and grounds.

Essential Functions:

- Perform cleaning tasks such as vacuuming, sweeping, dusting, washing floors, windows, and walls, and mopping floors. Remove trash and garbage from building(s) daily.
- Perform minor repairs to site building(s) and playground equipment.
- Change fluorescent lights and ballast.
- Perform minor plumbing repair, including but not limited to replacing washers, troubleshooting leaks and repair of minor leaks by replacing faucets, short-run drainage pipes and p-traps.
- Prepare surfaces and perform painting touchups.
- Strip, polish and wax floors using power equipment.
- Repair and replace locks.
- Maintain inventory and request janitorial supplies for cleaning and up-keep of building(s) and grounds.
- Inspect building(s) and grounds for unsafe conditions.
- Remove hazardous debris from center grounds.
- Follow directions and instructions regarding work assignments and procedures.
- Follow safety guidelines and maintain a safe working environment.
- Comply with all Head Start, DHR and Agency guidelines, policies and procedures.
- Actively contribute to a positive teamwork environment.
- All other duties as assigned by the supervisor.

Qualifications: *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 Experience:

- Experience in performing general minor repairs.
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- Experience working in environments with children and families from disadvantaged environments is preferred.

Certificates, Licenses, Registrations:

- Valid Alabama driver's license with liability insurance.
- Serviceable automobile.

Language Skills:

- Ability to communicate to diverse populations.
- Ability to communicate orally and in writing.
- Ability to effectively present information to children and families.

Mathematical Skills:

- Ability to compute simple math such as addition, subtraction, multiplication and division.

Reasoning Ability:

- Ability to analyze problems confronted by program participants.
- Ability to define problems and draw valid conclusions.

Other Skills and Abilities:

- Ability to work in a constant state of alertness.
- Must be reliable, punctual, and trustworthy.
- Regular and predictable attendance.
- Ability to develop effective working relationships with staff members, program participants and their families.
- Ability to communicate effectively with the target population.
- Sensitivity to multi-racial and multi-cultural issues.
- Ability to develop working rapport quickly and easily.

Physical Demands: *The physical demands listed 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 duties and responsibilities previously mentioned*.

While performing the duties of this job, the employee is routinely required to sit, talk, and hear. The employee is regularly required to stand and walk, bend, stoop and climb a ladder and steps. Lifting of objects weighing up to 25 pounds are routine. Multiple demands from the children and other individuals are frequently required of the employee. The ability to write, read, listen, and speak is required of this employee. In accordance with the Americans with Disabilities Act

and Section 504 of the Rehabilitation Act, an initial health examination (that includes screening for tuberculosis) and a re-examination every four years will be required of this position.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions*.

The noise level is variable in the work environment. Work is performed indoors and outdoors in cold, heat and humidity. The employee is expected to operate general maintenance and cleaning equipment. The employee is expected to establish and maintain harmonious and effective working relationships with subordinates, associates, and supervisors. The employee is expected to demonstrate knowledge and understanding of policies and procedures.

The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned by the supervisor.

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Reviewed by Board of Directors 12.03.2015
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