



**HEAD START OF YAMHILL COUNTY**  
**1006 NE 3<sup>RD</sup> STREET (SUITE A), MCMINNVILLE, OR 97128**  
**POSITION DESCRIPTION**

<b>Revision Date:</b> 2/24/23	<b>Position Number:</b> HSYC-12-05-CustPCS
<b>Position Title:</b> Custodian/Pest Management Specialist	<b>Pay Range:</b> Starts at \$16.27
<b>Reports to [Job Title &amp; Division/Department]:</b>  Facilities Supervisor	
<b>FLSA Status:</b> Non-Exempt	
<b>Positions Supervised:</b> None	

### **GENERAL DESCRIPTION:**

In a safe manner, provide custodial, minor maintenance, and pest control management services for all Head Start classrooms, buildings, parking lots, yards, and playgrounds. Follow health and safety procedures and perform safety inspections to ensure facility and grounds are hazard and pest free.

### **MINIMUM QUALIFICATIONS:**

1. Demonstrate an understanding in ethical practices as listed in the NAEYC Code of Ethics
2. Maintain confidentiality and exercise sound judgment concerning privileged information
3. Good written and oral communication
4. Computer literate
5. Must be free of child care-restrictible disease, as defined in OAR 333-019-0010, symptoms of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity that poses a threat to the health or safety of children
6. Reliable transportation
7. Speak in a warm tone of voice
8. Enthusiastic, energetic, compassionate, sensitive and respectful personality
9. Demonstrate ability to use positive guidance techniques (PBIS) with children, families, and co-workers

### **MINIMUM EDUCATION AND/OR EXPERIENCE:**

1. Possess a high school diploma or GED preferred
2. One year custodial or related work experience

## **COMMUNICATION SKILLS:**

1. Able to effectively communicate in a positive, respectful, sensitive, and confidential manner with children, families and co-workers
2. Represent the organization to the public in a professional manner
3. Ability to read, speak, and write with proficiency in English language
4. Bilingual/ Bi-literate English/Spanish preferred
5. Ability to use various types of equipment to communicate; email, fax, telephone conversations and face-to-face meetings
6. Must be able to communicate with peers and the Leadership team to relay important information quickly and effectively regarding children and families
7. Ability to participate in effective conflict resolution practices
8. Ability to read and follow detailed written and verbal instructions

## **OTHER QUALIFICATIONS:**

1. Ability to travel to out-of-town training sessions and overnight meetings as required
2. Capable of lifting, carrying, and moving heavy objects frequently (with assistance)
3. Ability to work under stress and be flexible
4. Ability to use mechanical equipment, such as carpet cleaner, floor scrubber, vacuum, tools etc.
5. Ability to use various chemicals and cleaning agents in accordance with safety procedures
6. Ability to work independently with minimal supervision

## **CERTIFICATE, LICENSES, REGISTRATIONS:**

1. Registration and approval to work in a child care facility and continued enrollment with the Criminal History Registry of the Oregon Child Care Division. Consisting of a Federal fingerprint background check, state background check, child abuse/neglect check and sex offender check
2. Pre-employment physical and employment physicals throughout employment
3. Self-Health Appraisals throughout employment
4. Vaccination against COVID-19 is required prior to and throughout employment. Exemption opportunities with regular, weekly testing are an alternative
5. Complete the Head Start 101 and Human Resources trainings
6. Obtain the Introduction to Child Care Health and Safety Certificate within 30 days of hire
7. Obtain the CPR/1<sup>st</sup> Aid Certification within 90 days of hire
8. Obtain the Recognizing and Reporting Child Abuse and Neglect Certification within 90 days of hire
9. Obtain the Foundations for Learning within 90 days of hire
10. Willingness to participate in a minimum of 15 clock hours of professional development training, per year
11. Valid Oregon driver's license.
12. Valid vehicle insurance, as required by state law

**Note:** Applicant must be enrolled in the Criminal History Registry and is subject to fingerprinting and criminal records checks as required by ORS 181.537, and child protective services records checks.

## **ESSENTIAL JOB DUTIES:**

1. Participate in providing a safe and healthful environment on a daily basis
2. Adhering to HSYC safety guidelines, policies and procedures

### Custodial Services – Facility and Grounds (70%)

1. Daily cleaning of classrooms, parent rooms, staff prep rooms, bathrooms, and common

- areas, including: sweeping, mopping, vacuuming, dusting, & emptying trash
2. Weekly cleaning of admin office including: sweeping, mopping, vacuuming, dusting, & emptying recycling
  3. Inventory control of all cleaning supplies, including ordering and receiving supplies
  4. Seasonal deep cleaning and maintenance of building interiors and exteriors (e.g., floor waxing, carpet cleaning, & pressure wash building)
  5. Ensure that safety and health procedures are followed as directed by the Facilities Supervisor and/or established policy
  6. Perform routine inspections and regular up keep of interior and exterior areas to ensure areas are free of safety hazards, trash, pests and other foreign materials
  7. In cooperation with the Facilities employees, perform regular upkeep of outside areas including lawns, landscaped beds, playgrounds and parking lots, including weeding, trash and litter removal required to keep areas clean, neat, and safe.
  8. Assist with moving office and classroom furniture, fixtures and equipment to support staffing changes, relocations, remodels, program expansion and custodial requirements

#### Material, Equipment, Supplies & Miscellaneous (15%)

1. Miscellaneous minor maintenance; (i.e. changing filters, unclog toilets, daylight bulbs, etc.)
2. Assist with training and event set ups
3. Complete Safety and Pest Management Checklists on a monthly basis
4. Attend meetings and trainings as required or recommended by supervisor
5. Respond to on-call custodial/minor maintenance emergencies outside of regular assigned hours

#### Pest Management (15%)

1. Place and check sticky insect/ pest monitoring traps in staff offices, prep rooms, and kitchen as per HSYC Integrated Pest Management Plan (IPM Plan). Traps must be checked once per month and replaced at least once every four months
2. Maintain records of pest complaints using pest logs
3. Assure the floors are free of food and drink debris
4. Work with Facilities employees to seal up small cracks or holes
5. Record pest management actions in the pest logs
6. Submit pest logs to Facilities Supervisor weekly
7. Report pest problems that are not resolvable in less than 15 minutes to the Facilities Supervisor.
8. Report staff to the Facilities Supervisor who repeatedly refuse to reduce clutter and other pest-conducive conditions
9. Confiscate any unapproved pesticides and turn them over to the Facilities Supervisor
10. Follow up on issues found on inspection reports as instructed by the Facilities Supervisor
11. Deal with pest control issues using the protocols outlines in the HSYC IPM Plan

#### **ADDITIONAL JOB DUTIES:**

1. Aid in assuring that the classrooms & centers are supplied with necessary supplies & materials and assume responsibility for use of space, materials, and equipment
2. Aid in assuring that resources are used effectively
3. Other duties as assigned

## **PHYSICAL DEMANDS:**

The physical demands described here 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. While performing the duties of the job, the employee is frequently required to bend; stoop; crouch; kneel; twist; crawl; stand; vacuum; mop; and weed eat on a regular basis. Includes occasional ladder climbing and crawling under equipment, buildings, etc.

1. Ability to lift and move heavy objects in excess of 100 pounds with assistance
2. Daily lifting to load and transport bulk supplies, furniture, fixtures etc.
3. Regular reaching, including over-head to stock & retrieve supplies, equipment, painting, repairs etc.

## **MENTAL DEMANDS:**

1. Job requires mental alertness
2. Ability to anticipate possible crisis situations and deal with them effectively
3. Ability to use good judgment with at-risk client populations

## **WORK ENVIRONMENT:**

The work environment characteristics described here 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.

1. Exposure to outside weather conditions
2. Driving in all conditions
3. Exposure to indoor environments
4. Exposure to wet and/or humid conditions due to outside weather conditions
5. Work within a team environment
6. Possible exposure to chemicals and fumes, following safety protocol

## **CONFIDENTIALITY:**

Respects the confidentiality of information about Head Start enrolled children and families, agency staff, personnel issues and other program operations.

**I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.**

---

Signature

---

Date

*The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.*