



Job Title: Custodial Worker
Department: Early Head Start
Reports To: Education Director

Status: Full-Time/ Non-Exempt
Schedule: 40 Hours/Week
Monday-Friday

Mission Statement:

The mission of the Committee for Hispanic Children and Families (CHCF) is to bring a relentless focus on positive child and family outcomes to close the achievement gap and build a better future for children, families, and communities served by the Head Start program.

Job Summary:

The Custodial Worker is responsible for maintaining the center premises and its equipment in a clean, safe and comfortable environment. The position requires attention to detail, knowledge of cleaning and maintenance procedures, and the ability to perform physical tasks associated with custodial work.

Duties and Responsibilities:

- Sweeps, mops, scrubs and polishes floors; sweeps and vacuums rugs; spot-cleans carpets;
- Dusts and polishes furniture and wood work;
- Empties, cleans and lines waste receptacles and disposes of trash;
- Washes doors, windows, walls, ceilings and furniture;
- Cleans microwave ovens, stoves, coffee pots, refrigerators and kitchen appliances;
- Polishes metalwork;
- Cleans and disinfects restrooms;
- Restocks restroom supplies as necessary;
- Reports the need for maintenance and repair;
- Strips, seals and buffs floors;
- Closes windows, turns off lights and locks doors to secure buildings;
- Maintains equipment and materials in proper condition;
- Keeps basic records of work performed, time sheets, etc.;
- Observes safe working practices, including maintaining storage areas in a safe condition;
- Corrects or reports any safety or fire hazards;
- Follows label instructions to mix and dilute cleansers, disinfectant and stripping agents to ensure proper strength for use;
- Uses a wide variety of tools, equipment and supplies;
- Cleans lighting fixtures and replaces light bulbs and fluorescent tubes;
- May assist other maintenance personnel in maintaining buildings and fixtures; operates vehicles to deliver or pick up supplies and materials;
- Moves office furniture and equipment and may make minor repairs;





- Other duties as assigned.

Meal Services – Assists with food service as needed.

Cooperates in total staff effort designed to improve the center’s services:

Participates in periodic individual conferences and regular staff meetings as scheduled by the Education Director to discuss improvement of services. Participation in staff and parent events and attendance in parent’s meetings are also encouraged but not required, as a means of promoting a feeling of total staff unity and providing opportunities for informal exchanges of information between parents and total staff.

Recommended Timetable for Custodial Worker:

DAILY

- A. Children’s Playroom
 - a. Sweep and mop all floors, move furniture as necessary, change water frequently when mopping floors, re-set furniture.
 - b. Empty and return all wastebaskets.
- B. Kitchen
 - a. Empty, wash, and disinfect garbage cans.
 - b. Sweep and mop floors, including space cabinets, sinks, stove, and radiators.
 - c. Move and replace equipment as necessary.
- C. Children’s Outdoor Play Areas
 - a. Store equipment.
 - b. Empty trash baskets.
 - c. Sweep entire outdoor area: Hose down in warm weather.
 - d. If bathroom on play yard exists, wash and disinfect; bowl, basin, floor.
 - e. Check drains.
 - f. Remove broken toys to repair shop.
 - g. Make any necessary repairs; report to Education Director any repairs not able to make.
- D. Bathrooms and Other Areas
 - a. Wash and disinfect all bathroom bowls, basins, floor and fixtures.
 - b. Sweep halls, offices, staff room, etc. Move and replace furniture as necessary. Empty and return wastebaskets.
 - c. Wash slop sinks.
 - d. Replace light bulbs when necessary.
 - e. Check all doors and windows. Lock up carefully.

WEEKLY

- A. Playrooms, Kitchen, and Other Areas





- a. Wash and wax floors. Move and replace furniture as necessary.
- b. Wash baseboards.
- c. Wash and disinfect tiles in all bathrooms.
- d. Wash and wax floors of offices, staff rooms, halls, etc. move and replace furniture as necessary.
- e. Place food orders on shelves if necessary.
- f. Build and/or repair small equipment or toys.

MONTHLY

- B. Kitchen – Clean exhaust fan.
- C. All rooms – Clean radiators.

EVERY THREE MONTHS

- A. Kitchen – Dismantle range hood and clean thoroughly.
- B. All Rooms – Stirp all floors, alternate rooms to fit schedule.

TWICE EACH YEAR

- A. Children's Cots – Thoroughly scrub children's cots. These should be done in rotation to fit into the regular schedule.

Job Specifications:

Requirements:

- High School diploma or GED
- Previous related experience in general custodial duties, such as cleaning, repairing and painting.
- Ability to read and write up in order to follow work schedules. Ability to keep simple inventory of supplies on hand and as needed.
- Friendly, cheerful personality and ability to maintain cooperative relationships with other staff, children, parents and visitors of the center.
- Availability to perform emergency services outside of assigned work hours.

Physical Requirements:

- Ability to lift, push, and pull up to 50 pounds regularly.
- Ability to work frequently bending, kneeling, reaching, and climbing ladders.
- Ability to stand and walk for extended periods of time, often the entire shift.

Salary: \$45,000.00





CHCF offers a comprehensive employee benefits package

CHCF is an equal opportunity employer and is committed to maintaining a work and learning environment free from discrimination based on race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information, or disability, as defined and required by state and federal laws.



75 Broad Street, Suite 620 | New York, NY 10004 | (212) 206-1090 | info@chcfinc.org