



Kids Are First, Inc.

400 West Peña Street/ PO BOX 1378
Carrizo Springs, TX. 78834
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JOB POSTING

Position: Part-Time Custodian

County: Dimmit

Date Closed: Until it is filled.

This position is responsible for ensuring clean, safe, and functional facilities by performing cleaning and maintenance activities and some repair activities, including plumbing, electrical, carpentry, and painting, when professional licensure is not required.

This position is responsible for:

- Routine maintenance of buildings and grounds during program breaks and, more often, as needed.
- Performs outdoor tasks such as snow removal, sweeping steps, porches, and drives, maintaining the parking lot, mowing lawns, trimming shrubs and trees, raking gravel or leaves, and clearing parking areas.
- Take precautions to protect one's health and safety and the health and safety of children, families, and staff. Clean facilities daily and ensure that assigned facilities are clean and free of hazards—clean classrooms, hallways, floors, bathrooms, offices, entrances, etc.
- Performs minor plumbing, painting, carpentry, and some electrical repairs or repair work in assigned facilities where a professional license is optional.
- Participates in job-related meetings when requested, such as center Safety Committees.

EDUCATION AND EXPERIENCE

Applicants must be at least 18 years old, though local or state regulations may require a higher age limit. This entry-level position usually does not require prior education or experience unless specified by local or state regulations mandating a high school diploma or GED. While not mandatory, a High School Diploma or GED is preferred.

If applicable, federal, state, or local Head Start of childcare regulations, now or as amended in the future.

Bilingual preferred (English/Spanish) or English and other languages in the local area).

APPLY AT: Download the application form from our website at www.kafhs.org and submit it along with your credentials/degrees to the Human Resources Department via email at humanresources@kafhs.org or in person at any KAF center or the main office located at 400 West Pena St, Carrizo Springs.

PLEASE NOTE: Interested applicants in this position must submit their application, resume, and educational requirements by the deadline.

KIDS ARE FIRST INC is an EQUAL OPPORTUNITY EMPLOYER

Kids Are First Inc.
Position Description
NON-EXEMPT

This position is organized into major areas of responsibility, with the duties detailed in each area. The Position Description is the basis for classification and pay, recruitment and selection, and performance appraisal. Each position must have a Position Description developed for the position and not the individual. The immediate supervisor will review this position description with the employee upon hiring. Management may revise this description if there are substantial changes in the duties or if management feels there is a need for an update. If this occurs, the employee will have an opportunity to provide input.

TITLE OF POSITION: Part-Time Custodian

Immediate Supervisor: See Organization Chart

A. POSITION SUMMARY

This position is responsible for ensuring clean, safe, and functional facilities by performing cleaning and maintenance activities and some repair activities, including plumbing, electrical, carpentry, and painting, when professional licensure is not required.

B. DUTIES AND RESPONSIBILITIES OF THE POSITION

The position's duties are outlined in the following functional areas. Additional duties may be assigned.

I. Program Implementation Maintenance

- Routine maintenance of buildings and grounds during program breaks and, more often, as needed.
- Performs outdoor tasks such as snow removal, sweeping steps, porches, and drives; maintaining the parking lot; mowing lawns; trimming shrubs and trees; raking gravel or leaves; and clearing parking areas. Etc.
- Maintains cooperative relationships with fellow employees, building staff, landlords, supervisors, administrators, students, and the public.
- Performs minor plumbing, painting, carpentry, and some electrical repairs or repair work in assigned facilities where a professional license is optional.
- Participates in job-related meetings when requested, such as center Safety Committees.
- Take precautions to protect one's health and safety and the health and safety of children, families, and staff. Clean facilities daily and ensure that assigned facilities are clean and free of hazards—clean classrooms, hallways, floors, bathrooms, offices, entrances, etc.
- Performs routine maintenance, such as replacing light bulbs and maintaining equipment used during work.
- Reports safety, sanitation, and fire hazards to the facility's supervisor and/or staff person.
- Performs equipment and facilities.

- Participates in "Right to Know" training and informs supervisor if MSDS sheets need to be replaced or added.

II. Record Keeping

- Requisitions tools, equipment, and supplies as needed.
- Maintains appropriate maintenance records.
- Understands, generates, and documents in-kind and other allowable costs applied toward the non-federal share requirement.
- Attends all workshops and meetings as deemed necessary by the immediate supervisor.
- Attends all required staff and parent meetings and activities.
- Responsible for understanding Head Start Performance Standards and local childcare licensing regulations.
- Expected to be knowledgeable about regulations associated with the prevention of occupational diseases and injuries, including the practice of universal precautions and contamination prevention.
- Maintains strict confidentiality regarding Head Start children, Families, and staff in accordance with established policies and procedures.
- Becomes thoroughly familiar with KAF, INC., Employee Handbook: Human Resources Policies and Procedures, KAF, INC., Operations Manual, and all other KAF HS handbooks, manuals, and resources and adheres to them.
- Performs other duties as assigned.

C. LANGUAGE SKILLS

- Bilingual preferred (English/Spanish or English and other languages present in the local area).

D. EDUCATION AND EXPERIENCE

Applicants must be at least 18 years old. Local or state regulations may require a higher age limit. This is an entry-level position that usually does not require prior education or experience unless specified by local or state regulations mandating a high school diploma or GED. While not mandatory, a High School Diploma or GED is preferred.

E. PHYSICAL DEMANDS AND WORKING CONDITIONS

- Ability to lift 50 pounds regularly and perform heavy labor as needed, including standing for extended periods and bending. Stooping, kneeling, and climbing stairs.
- Use of standard maintenance tools and equipment.
- Work is performed in various settings, including kitchens and office environments, moving furniture and equipment, driving on public roads, minor building repairs, and children's classrooms.
- Some exposure to communicable diseases.
- The noise level in the work environment may be moderate to loud.
- Work varied hours, including some evenings and weekends.

- Must be available for various evening and weekend meetings as well as social and community events.
- Travel by car, bus, airplane, or train may also be required for attending conferences, meetings, and other duties carried out at distant locations in and out of state, and in some cases, overnight travel may be required.

F. EMPLOYMENT CONDITION UPON RESULTS OF THE FOLLOWING

- Criminal history clearance central registry, DPS, and FBI clearance.
- Successful Physical Capacities Examination and TB screen results.
- Must have reliable transportation, and if/when using their own vehicle, they must have minimum automobile coverage required by the state.
- To drive agency vehicles, a valid driver's license must be insured by the KAF, Inc. insurance carrier, and a motor vehicle record must be acceptable to KAF. Inc.

G. DISCLAIMER

This job description is intended to convey information essential to understanding the scope of this position. Nothing in the job description restricts KAF's rights to change, assign, or re-assign duties and responsibilities at any time for any reason.