



POSITION ANNOUNCEMENT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient

www.caoginc.org

POSITION /TITLE: Head Start Janitor

POSITION LOCATION: Head Start-Medina

PAY/HOURS: Range = \$15.00 - \$16.00/hr.

QUESTIONS OR RESUME TO:

Human Resources-Lisa Elschker
409 East State Street
Albion, NY 14411
hr@caoginc.org 585-589-5605 x104

RESPOND BY:

Note: Internal Candidates may respond with a letter of interest.

MAJOR RESPONSIBILITIES

Helps ensure the well-being of the children and staff, by maintaining the site in a clean, sanitized and presentable manner on a daily basis. Reports concerns regularly and works with Facilities Coordinator to assure building and grounds are safe and sanitary. The Administrative office is maintained on a weekly basis.

REQUIRED MINIMUM QUALIFICATIONS

- Must possess a High School Diploma or Equivalent.
- Must be able to understand and follow through tasks assigned
- Must be able to pass a physical exam
- Must be able to pass criminal background checks
- Must possess a general knowledge of janitorial work
- Must be able to maintain confidentiality policy of the agency
- Some knowledge of stripping and waxing of floors preferred

Community Action is an Equal Opportunity Employer

EEO Contact Person: Human Resources-Lisa Elschker
HR@caoginc.org