



# Northcoast Children's Services

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## JOB DESCRIPTION

Northcoast Children's Services  
Head Start / Early Head Start / State Program

### **HOUSEKEEPER**

Under the direction of the Site Supervisor, Center Director or Team Teacher, the Housekeeper performs services required to maintain assigned building or areas in a clean, sanitary, secure and orderly manner per Center checklist. This is a non-exempt position.

### **DUTIES/RESPONSIBILITIES:**

1. Sweep, mop floors, and vacuum rugs.
2. Wash tables and chairs, wipe counters and cubby tops and other surfaces as needed.
3. Empty, clean and disinfect waste receptacles.
4. Wash windows, walls, and woodwork as needed.
5. Clean and sanitize diaper changing area, restrooms and drinking fountains.
6. Turn out lights and secure area by locking doors, windows and gates.
7. Replenish supplies as needed, including filling paper products and soap dispensers.
8. Clean and sanitize playgroup sites and/or center office spaces as required.
9. Check cleaning supplies and communicate ordering needs to appropriate staff member.
10. Perform related duties as assigned.

### **QUALIFICATIONS:**

1. Knowledge of basic tools and methods utilized in custodial work.
2. Ability to learn and follow health and safety requirements concerning proper work practices, procedures and cleaning products.
3. Ability to learn and maintain schedules assuring regular cleaning of assigned areas.

4. Ability to understand and follow oral and written directions.
5. Ability to work cooperatively with others.

### **Physical Requirements**

1. Must successfully complete a health screening and provide proof of the absence of TB no later than 7 days following the date of hire.
2. Physical agility to bend, stoop, walk, reach overhead, push/pull, squat, twist and turn.
3. Physical ability to lift and carry 25 pounds.

### **Health and Safety Training Requirements**

1. Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing, or provide fingerprints and a Child Abuse Index Check prior to the first day of work in order to obtain a Criminal Record Clearance from the Department of Justice.