Sisseton Wahpeton Oyate

Job Description

Job Title: Custodian – Little Steps Daycare

Supervision: Under the immediate supervision of the Director.

Standard Employment: 11 AM – 7PM

General Description: To provide custodial and other building maintenance services to comply with health and safety.

Major Duties and Responsibilities:

1. Perform daily custodial duties such as sweeping, mopping and vacuuming offices and classrooms.
2. Collect and empty garbage from classrooms, kitchen, classrooms, offices and restrooms.
3. Wash windows and spot wash walls as needed.
4. Shovel sidewalks and front door area during the winter.
5. Mow and rake lawn and collect outdoor garbage as needed.
6. Maintenance repairs to equipment, furniture, toys, etc.
7. Must order cleaning and other supplies for efficient operation to ensure safe and clean facility.
8. Perform other duties as needed or assigned by the organization
9. Must have good work ethic, time and attendance.

Qualifications:

1. High school diploma or GED certificate with experience
2. Some knowledge of repairing equipment, toys, furniture, etc.
3. Knowledge of ordering proper cleaning supplies that promotes a clean and healthy environment.
4. Ability to lift, bend, carry light to moderately heavy items.
5. Must enjoy working with pre-school aged children.

Job Requirements:

1. Must be willing to learn, speak and promote Dakotah language
2. Attend staff meetings, in-service training and other career development activities both locally and out-of-area.
3. Must sign a background permission form upon submission of application to permit a background check at the state and federal level that indicates no convictions of child abuse/child neglect or any violent crimes.
4. Must sign a Confidentiality Statement upon hire.
5. Must have pre-employment physical and TB test.
6. Must complete CPR and First Aid training within 90-days of hire.
7. Must have a pre-employment drug test and submit to random testing

Approved

\[\text{Signature}\]

Date \[8-20-22\]

Revised and approved by Policy Council February 2016