

# {The Valley Child Development Center}

## Job Description- Evening Custodian

Located in Red Cloud, NE- TVCDC is a leader in early childhood education. We care for children starting at 6 weeks old up to age 12 and our maximum capacity is 80 children. Our program opens at 6:45 AM and closes at 5:30 PM. At our center, high quality care, serving our children and their families, and creating a fun and creative learning environment are our top priorities. Everyday, we engage our children in an age appropriate, stimulating, and safe center. We maintain a level of professionalism and expect all of our employees to dress, speak, and interact with children/families accordingly. This position requires a commitment to teamwork, patience, adaptability, a strong work ethic, and a commitment to health, safety, and excellence. This position reports to the Executive Director and Office Administrator.

Our custodial schedule is M-Th evening from approximately 5:30-6:30 PM and Sunday afternoons for about an hour. You will work with a partner to clean and sanitize the facility.

### **Core responsibilities include, but may not be limited to, the following:**

- Classrooms: We have slightly grooved floors in each of the rooms that need to be mopped daily. It is important that the mopping gets the messes, dirt, and grim off the floor each night. Before mopping, a quick sweep of the floor to collect any missed dirt or food is necessary. We have a lot of feet in and out of the room all, and while the teachers sweep at various times during the workday, we ask that it is swept one more time prior to mopping. Sanitizing: using the spray or a wipe, wipe down all public touch places such as door handles, countertops, lightswitches, sinks, etc. In addition, each room has several rugs that will need to be vacuumed daily and shampooed at least once a month on Sunday afternoons.
- ALL Bathrooms: stock paper towels and change toilet paper if needed, sanitize the counters and sinks, sweep and mop the floor, take out trash and feminine product trash.
- Facility: Vacuum the hallway, entry, and rugs, mop the staff room- if necessary, wipe down common touch areas (door handles, lightswitches, exit button, etc.), clean glass on doors if necessary
- Staff Room: Our staff clean this once a week, but check it once or twice a week for sweeping, mopping, and sanitizing counters, microwave, tables, desk, fridge, etc.
- Collaboration & Communication: Work closely with custodial staff to coordinate cleaning times and ensure that a professional level of cleanliness is achieved in a timely manner. Communicate effectively with supervisors and colleagues regarding issues, needs, concerns, and time off.

**Professional Qualifications and Physical Requirements:**

- High school diploma or GED
- Previous experience in cleaning on a large scale is preferred
- Knowledge of health and safety
- Understanding the importance of cleanliness
- Ability to work in a fast-paced environment and manage multiple tasks efficiently.
- Strong work ethic and attention to detail.
- Ability to work independently and as part of a team.
- Ability to communicate effectively with the director and your partner
- Ability to lift up to 30 + lbs and operate vacuums, carpet cleaners, mops, etc.
- Ability to stand/walk for long periods of time
- Ability to bend, twist, and reach as needed during preparation and cleaning