

Supervisory Responsibility:

- None

Work Environment:

- MVCAA Licensed Child Care Early Learning Center or Head Start Center

Physical Demands:

- Physically be able to:
 - Sweep and mop floors; vacuum carpets daily (on scheduled days)
 - Remove all trash and garbage to outside container daily.
 - Clean and disinfect and clean door handles, clean smudges from windows, and other identified cleaning not included on daily schedule.
- Ability to lift a child in the case of an emergency.
- Physically able to sit in child sized chairs or on the floor.

Position Type and Expected Hours of Work:

- Entry level field staff position
- Non-Exempt, part-time; 25 hours a week, 52 weeks per year

Travel:

- Limited travel.
- Use of company or personal vehicle (mileage reimbursed for work related travel)

Required Education and Experience:

- High School Diploma or GED

Preferred Education and Experience:

- Experience cleaning a commercial or licenses facility preferred

Additional Eligibility Qualifications:

- Negative results of initial and random drug testing
- Family Care Safety Registry and fingerprint criminal background screening with acceptable results
- Valid driver's license and access to an insured vehicle
- Complete a physical and TB test within 30 days of employment, thereafter an annual TB and a physical at the time of each 5 year grant cycle.

Expectations:

- Perform duties with a focus on safety and wellness
- Adhere to agency policies and code of ethics

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Work Authorization:

- Verification of identity and authorization for employment in the United States (I9 and E-Verify)

EEO Statement:

MVCAA provides equal employment opportunity to all individuals regardless of their race, color, religion, sex, age, national origin, disability unrelated to ability to do a job, gender identity, sexual orientation, military services, veteran status, pregnancy, childbirth, genetic information or any other characteristic protected by law.

Signatures:

Program Director _____

Human Resources Director _____

Employee: _____

Date: _____