



## **JOB DESCRIPTION**

Job Title: **Custodian**  
Category: Non-Exempt  
Program: Urban Strategies Early Head Start Houston  
Work Schedule: Five days per week, 40 hours per week; 12 months per year.  
Reports to: Center Manager, EHS Houston

## **ORGANIZATIONAL OVERVIEW**

Urban Strategies tools, connects, and resources grassroots organizations to serve children and families in need. Our highly-qualified team has a passionate commitment to bring about real change within our country's most vulnerable communities. Our desire is to see individuals, families, and communities realize their fullest potential by achieving these goals:

- Keeping children safe and secure
- Building nurturing and stable families and fostering effective parenting
- Improving school readiness
- Developing social and emotional competence
- Advancing research based practices

By reaching these goals, Urban Strategies is meeting our mission to develop healthy families, children, create strong families, build engaged communities, and make a difference in vulnerable communities.

## **POSITION OVERVIEW**

The custodian will be responsible for the overall daily maintenance and facility support needed at the Early Head Start Center serving infants and toddlers. Strict compliance with sanitation and a safe indoor and outdoor environment is the priority of this position.

## **ESSENTIAL FUNCTIONS**

- Cleans, sanitizes, and maintains classrooms and common areas on a regularly scheduled basis as directed.
- Maintains exterior areas (walkways, playgrounds, and grounds) free of debris and trash.
- Adheres to daily work routines and written safety standards for building(s) to ensure the safety of children, staff and public.
- Receives and distributes all supplies, materials, and equipment delivered to the center.
- Maintains property and equipment in clean and orderly condition; inventoried as needed.
- Represents the center in a professional manner and maintains a positive relationship with staff parents and community professional relationship and is respectful of culture, diversity, and ethnicity.

## **POSITION SPECIFIC DUTIES AND RESPONSIBILITIES**

- Cleans classrooms, office spaces, restrooms, and hallways to include sweeping, vacuuming, polishing, mopping, dusting, scrubbing and spot cleaning surfaces such as floors, windows, walls, furniture, doors.

- Cleans the playground to include mowing, picking up trash and unsafe items, and sanitizing play structures.
- Performs incidental tasks/adjustments and minor repairs ( i.e. replace light bulbs, safety outlet covers)
- Cleans and stocks restrooms and office areas.
- Reports deficiencies related to the building to the center director.
- Maintains a safe and clean environment through routine inspection of facilities.
- Monitors supplies and equipment for adequate and current level of inventoried stock
- Assists after hours, as needed for response to building emergencies.
- Completes other related activities and duties as assigned.

**PHYSICAL RESPONSIBILITIES:**

Ability to stand and walk for extended periods of time indoors and outdoors. Ability to lift forty (40) pounds from waist to shoulder; and occasional lifting/moving of furniture of 50-75 pounds is required. Must be able to push or pull up to fifty pounds horizontally. Ability to climb, bend at the waist, kneel and/or stoop. Able to operate job related equipment and electrical and hand tools; use cleaning solutions/chemicals safely

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**MINIMUM QUALIFICATIONS:**

- Minimum 1-2 years’ experience as a custodian or recent verifiable employment in a similar job capacity
- High school diploma or equivalent
- Basic math and reading skills
- Ability to communicate both orally and in writing
- Bilingual (English/Spanish) preferred

**SPECIAL CONSIDERATIONS:**

Other employment requirements include the following:

1. Must clear background check, mandatory criminal history, and fingerprinting check prior to hiring and every five years thereafter.
2. Initial health screening and current and state required communicable disease immunizations.

***Employment is conditional pending satisfactory results of all required tests and background checks mentioned above. Periodic physical examinations and TB clearances will be required if hired.***

**To apply:**

- Please send resume and application to [HR@urbanstrategies.us](mailto:HR@urbanstrategies.us).

*Equal Opportunity Employer*