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

Equal Opportunity Employer