



**Action Pathways, Inc.
Job Vacancy Announcement**

Title	Type	Date Opened
Custodian	Full Time/Non Exempt	10/31/2018
Department/Location	Entry	Closing Date
Early Head Start/Southern Avenue	\$10.06 per hr.	Opened Until Filled

Required Education/Experience:

High School Diploma or General Education Degree. One to two years' experience in cleaning and caretaking of buildings.

Conditions of Employment:

Background check with state and Federal law enforcement agency required. Selected applicant must submit to a pre-employment substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. Must be able to pass a post offer physical examination.

Action Pathways, Inc. is an "at-will" employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause.

Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.

General Duties & Responsibilities:

Maintains Head Start Center building and grounds in a clean and orderly condition in accordance with NC Day Care.

- Keeps Head Start building and grounds in clean and orderly condition as required by NC Day Care Licensing Office and agency policies.
- Regulates heating, lighting, and ventilating system.
- Cleans and disinfects bathrooms to include mirrors, fixtures, metal work, partitions, etc... at least twice daily.
- Sweeps indoors and outdoors daily.
- Strips and re-waxes all uncarpeted areas as needed or directed
- Mops center floors at least three times weekly.
- Replenishes paper and soap dispensers as needed.
- Wipes down walls as needed to remove spills, fingerprints, shoe marks, etc....
- Washes windows as needed.
- Replaces light bulbs.
- Redistributes "poured in place" (sand, etc.) in areas around playground equipment at least twice weekly.

Knowledge:

Applicant must be able to:

- Have knowledge of standard methods and practices, tools, and equipment used to clean buildings and furniture.
- Have knowledge of the qualities and uses of various cleaning, sanitizing, stripping and waxing compounds.

Applicant must have:

- Good health as evidenced by an annual physical examination
- An annual TB test indicating free of TB.
- Must be at least 21 years of age.

How to Apply:

Applications may be obtained at Action Pathways, Inc., 316 Green Street, Fayetteville, NC or download an employment application at www.actionpathways.ngo. Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement. Please direct all applications to the attention of the Human Resources Department.

"An Equal Opportunity Employer"
Action Pathways, Inc. hires only United States citizens and lawfully authorized aliens who are in compliance with the
Immigration Reform and Control Act.