



# HAMPTONROADS COMMUNITYACTIONPROGRAM

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2410 Wickham Avenue  
P.O. Box 37  
Newport News, VA 23607

## **Job Description Security/Custodian**

**PURPOSE OF THE POSITION:** Work as a member of the Program Design and Management Team to promote a healthy, safe and clean environment for Head Start children and staff.

**SUPERVISOR:** Maintenance Supervisor

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### **QUALIFICATIONS:**

- High School Diploma or GED and 2 years of custodial experience.
  - Must have the knowledge, skills and experience needed to perform the assigned functions responsibly.
  - Must be able to serve and effectively communicate to the extent feasible, staff, children and families within the community.
  - Must possess a valid Virginia Driver's License and reliable transportation.
  - An acceptable Criminal Record Check and Child Protective Services search, TB tine test and physical required for employment.
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### **DUTIES INCLUDE:**

- Works with the service area supervisors and coordinators to prepare a safe, clean, and healthy environment for children and staff of the Head Start Program.
- Clean offices, classrooms, restrooms and cafeteria on a daily basis.
- Monitors the inventory of all cleaning supplies and equipment needed.
- Secures building at the end of each evening session.
- Ensures safety of children and staff departing the center.
- Assists the Center Coordinator in notifying proper authorities and/or Supervisor regarding emergency situations.