JOB ANNOUNCEMENT

CHILD & FAMILY DEVELOPMENT PROGRAMS
Head Start

POSITION: Custodian position open in St. Helens center

HOURS: 40 hours per week

SALARY: $13.20

HOW TO APPLY:

Please submit a letter of interest along with the items below:

- *Application*
- *Current resume*

Please send all materials to:

Child & Family Development Programs
ATTN: JoAnne Dodge
PO Box 239
St. Helens, OR 97051

jdodge@nworheadstart.org

CHILD & FAMILY DEVELOPMENT PROGRAMS

Community Action Team, Inc.

Job Description

POSITION TITLE: Custodian

DEPARTMENT: Children's Programs

POSITION REPORTS TO: Center Manager

FTE: 50% - 100%

POSITION DURATION: as funds permit

WRITTEN BY: CAT Administration

PERSONS SUPERVISED: 0

APPROVED BY: Policy Council
APPROVAL DATE:

APPROVED BY: SDA
APPROVAL DATE:

POSITION SUMMARY:

To work cooperatively with staff, parents, and volunteers to carry out the responsibilities of the Head Start program in order to meet the intellectual, emotional, social, and physical needs of Head Start children and their families.

The individual must be able to work with children and adults in a positive manner that at all times contributes to a healthy self-concept. S/he must be open and friendly with parents to encourage open communication.

Position requires that the individual be able to perform the following duties: cleaning, sanitizing and disinfecting, food transport and other duties assigned by the Center Manager.

QUALIFICATIONS:

1. 18 years or older, high school diploma or equivalent preferred.
2. Some experience working in the early childhood care and education field.
3. Evidence of ability to work in a cooperative team manner and to follow directions and program policies
4. Ability to communicate in a professional manner with children, families and co-workers in both verbal and written format.
5. Must be on the Central Background Registry, pass a pre-employment drug screening and have completed a TB screen.
6. Bilingual skills preferred.
7. Must have basic working computer skills and knowledge.
8. Must be willing and available to work flexible hours.
9. Ability to work with low income and/or special needs families, including families from a diverse population.

DUTIES AND RESPONSIBILITIES

Daily

1. Clean and sanitize or disinfect classrooms, including toilets and sinks, and sweep and mop floors.
2. Vacuum carpet/rugs throughout the center, including the classrooms and offices.
3. Clean and sanitize adult bathrooms, including sinks, toilets, and sweep and mop floors.
4. Clean and sanitize or disinfect parent room, including tables.
5. Remove all garbage in classrooms, offices, bathrooms, parent room, etc.
6. Vacuum and/or sweep and mop main entrance area.
7. Disinfect all doorknobs throughout the center.
8. Dust throughout the center.
9. Assist with laundry.

Weekly (and/or as Needed)

1. Clean classroom walls.
2. Wash windows, and if applicable, entry doors.
3. Disinfect all phones and computer keyboards throughout the center using an approved disinfectant for electronics.

Monthly (and/or as Needed)

1. Clean cubby areas, including in and around cubbies.
2. Clean and sanitize classroom and/or lunch room chairs and under classroom and/or lunch room tables.
3. Clean and sanitize gross motor areas, if applicable, including sweeping and mopping floors.
4. Attend all regularly scheduled staff meetings, and if applicable, staffings.
5. Attend all component meetings and trainings and/or conferences that are assigned.
6. Develop career goals for yourself and work towards these goals.
7. Other duties and responsibilities as requested.

OTHER REQUIREMENTS:

1. Must have current pediatric and adult First Aid and C.P.R. cards within 60 days of hire.
2. Must have dependable transportation and a valid driver's license and auto insurance.
3. Must have current food handler's card.
4. Maintain a working knowledge of program plans, policies, and Performance Standards.

5. Must be able to attend meetings and trainings that may require out-of-town travel and overnight stays.
6. Ability to participate in regular kneeling, stooping, bending, sitting on the floor and standing for long periods of time.
7. Ability to occasionally lift up to 50 lbs.

Number of Hours per Week: _____Rate of Pay: _____

Staff Signature: _____Date: _____

Supervisor Signature: _____Date: _____

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

ADMIN OFFICE
P.O. Box 10
108 West B Street
Rainier, OR 97048
PHONE: (503) 556-3736
FAX: (503) 556-0705

HEAD START PROGRAM

ASTORIA CENTER
P.O. Box 884
Astoria, OR 97103
PHONE: (503) 325-5421
FAX: (503) 325-8913

CLATSKANIE/RAINIER CENTER
P.O. Box 2
Clatskanie, OR 97016
PHONE: (503) 728-2940
FAX: (503) 728-2225

NESTUCCA VALLEY CENTER
P.O. Box 67
Cloverdale, OR 97112
PHONE: (503) 392-4449
FAX: (503) 392-3252

SEASIDE CENTER
P.O. Box 362
Seaside, OR 97138
PHONE: (503) 738-0873
FAX: (503) 738-5912

ST. HELENS CENTER
P.O. Box 239
St. Helens, OR 97051
PHONE: (503) 397-4114
FAX: (503) 397-0906

TILLAMOOK CENTER
P.O. Box 713
Tillamook, OR 97141
PHONE: (503) 842-5180
FAX: (503) 842-2580

TILLAMOOK HOME-BASED
6000 Hangar B Drive
Tillamook, OR 97141
PHONE: (503) 815-2863
FAX: (503) 815-2871

VERNONIA CENTER
P.O. Box 242
Vernonia, OR 97064
PHONE: (503) 429-9243
FAX: (503) 429-4103

WARRENTON CENTER
P.O. Box 1163
Warrenton, OR 97146
PHONE: (503) 861-9681
FAX: (503) 861-9775

PARENTING EDUCATION
P.O. Box 10
Rainier, OR 97048
PHONE: (503) 556-3736
FAX: (503) 556-0705

HEALTHY FAMILIES
125 N. 17th
St. Helens, OR 97051
PHONE: (503) 366-0800
FAX: (503) 366-0908

CHILD & FAMILY DEVELOPMENT PROGRAMS

Of Community Action Team, Inc.

NOTICE TO APPLICANT

A criminal background check and FBI fingerprinting are required for people working in Early Childhood Education and care.

The applicant must complete the Child Care Division's form. You can apply online with the Child Care Division at: Office of Child Care Online Central Background Registry Application .

OR to print off an application to mail in, type the address below into your browser: http://www.oregon.gov/OCC/Pages/On-line_application_informationpage.aspx

Once you have completed the application for enrollment to the Central Background Registry, you will receive information on how to schedule an appointment for fingerprinting.

The applicant must be 18 years of age to qualify for Criminal Background Registration.

Drug Screening

A pre-employment drug test will be required for every perspective employee. Test results must be negative to be employed. The cost for the screening will be paid by Community Action Team.

Providing Head Start, Healthy Families and Parenting Education services

Form 1-63

COMMUNITY ACTION TEAM, INC.

Employment Application

Date: _____ Interviewed by: _____

Position: _____ Department: _____

Name: _____
Last Middle First

Address: _____

Telephone: _____ _____
Home Business

E-mail Address: _____

Do you have dependable means of transportation? _____

Do you have a valid Oregon Driver's License? ☐ ☐ _____
Yes No Number

List relative presently employed in Community Action Programs by name, program, relationship: _____

Date available for employment: _____

EDUCATION:

SCHOOLS ATTENDED	**FROM - TO** Field of Study	**DATE LEFT** Month/Year	**GRADUATE** Month/Year	**DEGREE RECEIVED**
High School/GED:				

WORK EXPERIENCE *(list most recent first)*

Firm:_____ Address:_____
Phone:_____ From: _____ To:_____
Salary/Volunteer: _____ Supervisor: _____
Job Title & Description: _____
_____
Reason for leaving: _____

WORK EXPERIENCE *(list most recent first)*

Firm:_____ Address:_____
Phone:_____ From: _____ To:_____
Salary/Volunteer: _____ Supervisor: _____
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Firm:_____ Address:_____
Phone:_____ From: _____ To:_____
Salary/Volunteer: _____ Supervisor: _____
Job Title & Description: _____
_____
Reason for leaving: _____

PROFESSIONAL AND PERSONAL REFERENCES

NAME	ADDRESS	FIRM	TITLE/POSITION	TELEPHONE

MEMBERSHIP IN PROFESSIONAL AND/OR ASSOCIATION

Name	Year	Office Held

Honors or Awards -

Publications -

ATTACHMENTS

On one or more separate sheets, discuss your qualifications for this position. Highlight those abilities and competencies which you feel especially qualify you as an applicant. Expand, as may be appropriate, upon any of the items covered in this application such as your employment experience, job objectives or related interests. Please state the reason(s) you are applying for this job and why you feel you are a good candidate for this position.

To the best of my knowledge, all information on this application is true and correct.

Signature _____ Date _____

Community Action Team, Inc. is an Equal Opportunity Agency

COMMUNITY ACTION TEAM, INCORPORATED
310 Columbia Blvd., St. Helens, Oregon 97051
CHILD & FAMILY DEVELOPMENT PROGRAMS
Declaration Form

For use by Head Start Agencies to comply with 45 CFR Part 1301, Subpart D, Head Start Grants Administration, Personnel Policies, Section 1301.31© and (d).

Name of Prospective Employee: _____

Federal policies now require that Head Start agencies require all prospective employees to sign a declaration prior to employment which lists:

1. All pending and prior criminal arrest and charges related to child sexual abuse and their disposition.
2. Convictions related to other forms of child abuse and/or neglect; and
3. All convictions of violent felonies.

The declarations may exclude:

Any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies committed before the prospective employee's 17th birthday, which was finally adjudicated in a juvenile court or under a youth offender law.

Any conviction for which the record has been expunged under Federal or State authority.

Note that individuals who declare, through this form, that they have been arrested, charged with or convicted of any of the offenses listed above are not automatically disqualified from being hired. Head Start agencies must review each case to assess the relevance of an arrest, charge or conviction to a hiring decision.

Please provide your signature on the appropriate category below:

I ***have not been*** arrested, charged and/or convicted on one or more of the three types of offenses listed above.

_____ _____
Signature Date

I ***have been*** arrested, charged, and/or convicted on one or more of the three types of offenses listed above. (If so, please attach information listing the offense(s), the date(s) of the arrest, charge, and/or conviction, and other relevant information.)

_____ _____
Signature Date

This information will be kept strictly confidential.

Child & Family Development Programs

Pre-Employment Reference Form

Applicant: *Please complete one form for each reference; provide at least three references; and include at least two supervisors.*

Section 1: Applicant Information

Last Name _____ First Name _____ Middle Initial _____

Position Applying For _____

Section 2: Reference Contact Information

Contact Person _____ Relationship to Applicant _____ Title _____

Company Name/Address _____

Phone Number _____ Fax Number _____ Email Address _____

Section 3: Reference Information

Position Held _____ Dates of Employment _____ Reason for Leaving _____

Applicant: *Please rate yourself on the following skills, and Child & Family Development Programs will follow up with the designated person above to confirm the information you provide.*

					REFERENCE Use Only			
Attendance	Excellent	Good	Fair	Poor	***Agree***		***Disagree***	
Relationships w/Children	Excellent	Good	Fair	Poor	***Agree***		***Disagree***	
Co-Worker Relationships	Excellent	Good	Fair	Poor	***Agree***		***Disagree***	
Communication	Excellent	Good	Fair	Poor	***Agree***		***Disagree***	
Follow-Through	Excellent	Good	Fair	Poor	***Agree***		***Disagree***	
Dependability	Excellent	Good	Fair	Poor	***Agree***		***Disagree***	
Work Ethics	Excellent	Good	Fair	Poor	***Agree***		***Disagree***	
Self-Starter	Excellent	Good	Fair	Poor	***Agree***		***Disagree***	
Decision Making	Excellent	Good	Fair	Poor	***Agree***		***Disagree***	
Honesty/Integrity	Excellent	Good	Fair	Poor	***Agree***		***Disagree***	
Flexibility	Excellent	Good	Fair	Poor	***Agree***		***Disagree***	
Empathy	Excellent	Good	Fair	Poor	***Agree***		***Disagree***	

COMMENTS:

Section 4: Release of Information

I, _____, hereby give my permission to Child & Family Development Programs to verify my current and past employment history. Please release all information necessary regarding my employment or your personal knowledge of myself to Child & Family Development Programs.

Signature _____ Date _____

Section 5: Signature of Person Verifying Reference Information

Signature _____ Date _____ Title _____

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