

Community Action Partnership of Greater St. Joseph Job Description

Title: Driver/Custodian
Reports To: Transportation/Facilities Coordinator
Updated on: June 9, 2015
Location/Department: Main Office
Approved By: Policy Council July 21, 2015

POSITION SUMMARY

Provide transportation services to Head Start participants. Cleanliness of Program centers/sites.

ESSENTIAL FUNCTIONS OF THE POSITION (If an individual is qualified to perform essential functions of the position, except for limitations caused by a disability, CAPSTJOE will consider whether the individual could perform these functions with a reasonable accommodation)

1. Establish and maintain a clean, safe, healthy, positive and comfortable learning environment.
2. Model appropriate adult to child, adult to adult interactions/behavior. Support the social and emotional development of children along with demonstrating positive parent communication.
3. Will meet Federally mandated job requirements within the Federally mandated time frame.
4. Demonstrates knowledge of and commitment to CAP Policies and Procedures, professional standards and Head Start Performance Standards.
 - a. Staff must physically interact with children on their level, which includes moving and reacting quickly when necessary to ensure the safety of children.
5. Maintain current staff files to be in compliance with Missouri Child Care Licensing regulations.
6. Accurately completes records, reports and all required paperwork by established deadline. Proper and complete documentation must be maintained.
7. Must maintain CDL certification with S and P endorsements
8. All other duties as assigned

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KNOWLEDGE AND CRITICAL SKILLS REQUIRED

Professional

DRIVER

- Drive a school bus safely and professionally.
- Transport and deliver children on assigned route(s), keeping a prompt schedule.
- Physical ability to interact with children on their level, which includes moving and reacting quickly when necessary to ensure safety of children; lifting and/or carrying a child in order to provide assistance and/or to respond to an unsafe situation; standing, sitting, bending, stooping, climbing in and out of a bus/vehicle, and lift/carry up to 80 pounds.
- Carry out all safety standards (Corporation, Local, State, etc.) that pertain to operating a vehicle.
- Report suspected and needed mechanical/maintenance problems of vehicle to supervisor.

CUSTODIAN

- Daily activities include: Clean restrooms, mop floors in dining area, clean water fountain, sweep halls, entrances, and any stairs, Empty all trash cans and replace liner, pick up trash daily on grounds and playground, put chairs on tables in dining area and sweep floor every afternoon.
- Activities as needed or directed by supervisor: Scrub down walls and stalls twice weekly, wet mop twice a week unless needed otherwise, vacuum and dust office and all other rooms, check for minor maintenance problems report all damage to supervisor, change light bulbs as needed, scrub down walls and stalls twice weekly, ensure clear access on walks to building at all times.

Education

- High school diploma, GED, or equivalent related experience preferred

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Physical/Environmental

- Must be 18 years of age
- Must have or obtain Missouri Class C Commercial Driver's License (CDL) with an S endorsement and a P endorsement
- Must pass a physical and drug/alcohol test. Physical and tine test (TB) immediately upon employment. Obtain yearly, physical and drug screen.
- Must submit to Non-DOT drug screens.
- Must have good vision, hearing and speech.
- Must pass criminal records and Child Abuse/Neglect checks.

Safety Training Requirements

- Fire Extinguisher
- Emergency Procedures
- Maintain and update CPR/First Aid certification
- Required Head Start annual trainings