

Stepping Stones Custodian Job Description

ABOUT:

ORGANIZATION:

FRIENDS OF SWITCHPOINT IS A NON-PROFIT ORGANIZATION THAT HAS BEEN SERVING THOSE INDIVIDUALS, FAMILIES AND VETERANS IN WASHINGTON COUNTY WHO ARE EXPERIENCING POVERTY AND HOMELESSNESS SINCE 2014.

OUR MISSION: TO EMPOWER FAMILIES AND INDIVIDUALS IN NEED BY ADDRESSING THE UNDERLYING CAUSES OF THEIR POVERTY AND PROVIDING EACH CLIENT WITH A PERSONALIZED, COMPREHENSIVE PLAN THAT SUPPORTS THEM ON THEIR JOURNEY TO SELF-SUFFICIENCY AND THE OPPORTUNITY TO CONTRIBUTE TO THE COMMUNITY.

OUR VISION: WE BELIEVE EACH INDIVIDUAL HAS WORTH AND VALUE. CHANGE OCCURS WHEN PEOPLE ARE TREATED WITH RESPECT AND DIGNITY, EMPOWERED WITH SKILLS AND RESOURCES TO BETTER THEIR CIRCUMSTANCE.

GUIDING PRINCIPLES:

GOLDEN RULE: TO TREAT ALL PEOPLE AS WE OURSELVES WOULD WISH TO BE TREATED.

KINDNESS: TO DEMONSTRATE COMPASSION AND RESPECT FOR ALL PEOPLE.

POSITIVE INFLUENCE: TO JUDGE OUR EFFECTIVENESS BY THE EXTENT TO WHICH INDIVIDUAL LIVES ARE SAVED AND IMPROVED BY THE POSITIVE EXPERIENCE OF THE PEOPLE WE INFLUENCE.

LEADERSHIP: TO LEAD BY EXAMPLE, DEVELOPING, PROMOTING, AND SHARING NEW IDEAS AND PROGRAMS TO HELP THOSE EXPERIENCING HOMELESSNESS.

AUTHENTICITY: TO DO WHAT WE SAY WE DO.

TRANSPARENCY: TO BE OPEN AND HONEST IN OUR RELATIONSHIPS.

OUR MOTTO: IT TAKES ALL OF US TO END HOMELESSNESS.

STEPPING STONES CHILD CARE CENTER IS AN INNOVATIVE CHILD DEVELOPMENT CENTER THAT PROVIDES EARLY CHILDHOOD CARE AND EDUCATION TO CHILDREN AND FAMILIES AGES BIRTH-TWELVE. OUR CENTER OPERATES 24/7 TO ACCOMMODATE ALL SCHEDULES FOR WORKING FAMILIES. WE STRIVE TO CREATE A WARM, SAFE, NURTURING, AND HIGH-QUALITY ENVIRONMENT FOR CHILDREN IN OUR CARE.

ROLE AND RESPONSIBILITIES

SWITCHPOINT'S STEPPING STONES CHILD CARE CENTER IS SEEKING A CUSTODIAN:

STEPPING STONES CHILD CARE CENTER IS SEEKING AN EXPERIENCED AND RELIABLE CUSTODIAN TO JOIN OUR TEAM AND WHO WILL HELP KEEP OUR CENTER, CLEAN, AND RUNNING EFFICIENTLY.

Job Responsibilities:

- Maintains a safe and secure environment;
 - Provides daily cleaning of classrooms, office areas, bathrooms and common areas, including sweeping, mopping, vacuuming, dusting, and emptying trash.
 - Communicates with the Director regarding building maintenance;
 - Completes inventory on supplies to provide up-to-date counts and needs for ordering and receiving supplies
 - Provides janitorial support to staff when necessary;
 - Works in partnership with the Kitchen staff to ensure all cleaning and maintenance is completed in a timely manner;
 - Seasonal deep cleaning of the building interior (floor waxing, carpet cleaning, window cleaning)
- Ensure safety and health procedures are followed as directed by Administration
- Attend required annual training and professional development opportunities provided by Stepping Stones Child Care.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Comply with local, state, and federal laws governing child care.
- Excellent written and verbal communication skills.
- Excellent organizational, problem-solving, and time-management skills.
- Friendly and approachable demeanor.
- Maintain a professional appearance, attitude, and work ethic always.
- Ability to work as a team member with other staff and with families of children in care.
- High School Diploma/GED.
- Must be at least 18 years old.
- Must pass a Utah Child Care Licensing Background Check.
- Obtain required training upon hire per Utah Child Care Licensing: Preservice training that consists of 2.5 hours of training before assuming work duties
- **The ideal candidate will also have:**
- The ability to form collaborative and supportive working relationships with other team members.
- A growth mindset and strong ethical principles.
- Excellent communication with children and adults.
- Strong organizational skills.
- Dependability and Reliability.
- This position is a somewhat flexible schedule due to the childcare operating 24/7

PREFERRED SKILLS

3+ Years' Experience in a janitorial or housekeeping in a child care or school setting strongly preferred.

Must be at least 18 years of age

High School diploma or equivalent

ADDITIONAL NOTES

Benefits:

I.R.A. with 3% match

Paid Time Off

FT Employees eligible for health, dental, vision, life, and disability insurances