



JOB POSTING

POSTED: 09/19/2017 – open until filled

POSITION TITLE: Head Start Janitorial I

LOCATION: Backus, MN

WAGE: \$10/hour

HOURS: 12-15 hours/week Monday – Thursday, September to May. To be completed outside of daytime class hours (before or after school).

CONTACT INFO: Jessica Wade, Human Resources Coordinator
6603 Bemidji Ave N., Bemidji, MN 56601
Phone: 218-333-9832
Fax: 218-751-8452
Email: jessica.wade@bicap.org

Summary

Performs basic cleaning, and maintenance services for the interior and exterior areas of the buildings and grounds. Follows general instructions from the supervisor when handling new situations, problems, or deviations from established work procedures. Incumbent has a limited degree of latitude to determine the best way to perform required duties. Responsibilities include but are not limited to: Performs indoor custodial and maintenance duties; Maintains custodial and maintenance supplies; Communicates and maintains working relationships with others in carrying out job functions; Performs all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices.

Requirements

Must be able to follow written and verbal directions, be able to lift up to 65lbs at waist level, has a valid driver's license and reliable transportation. Requires general knowledge of cleaning and maintenance methods and equipment. Must be unbiased toward low-income families and other racial and ethnic groups, and must have an appreciation of cultural diversity and differing values.

Must have a strong commitment to BI-CAP's values of collaboration, innovation and compassion as well as a respect for diversity. Applicants must meet the requirements of Department of Human Services background study.

APPLICATION NEEDS TO BE COMPLETED AND SUBMITTED TO BE CONSIDERED FOR THIS POSITION.

Full Job Description and Application are available at: <http://www.bicap.org/Employment.aspx>; or can be picked up at our main office in Bemidji.

Send completed applications to: Attn: Jessica Wade, BI-CAP, 6603 Bemidji Avenue N, Bemidji, MN 56601 or scan and email to: jessica.wade@bicap.org

Position open until filled. EOE