



We need you with your talents and abilities to help eliminate the effects of poverty, to make our community a better place to live, and to help people obtain knowledge and skills to achieve self-reliance and economic stability.

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- Job Title:** Janitor
- Position Type:** Regular, full-time, non-exempt level
- Department:** Fresno Head Start
- Salary Schedule:** Range 11.0 (\$12.23 - \$13.84 hourly)
- Position Summary:** Under the immediate supervisor's direction, responsible for the care and cleaning of childcare classroom and playground areas.

**Minimum Qualifications:**

EDUCATION / EXPERIENCE:

- High School Diploma or GED.
- Two (2) years of experience performing janitorial or related work.
- Some child development related experience or equivalent training.
- General knowledge of maintenance and repairs.

LICENSES / CERTIFICATES / PERMITS:

- Valid Class C California Driver's License
- Possess Pediatric First Aid and CPR certification annually.

ABILITY TO:

- Successfully participate in agency basic child development training and demonstrate obtained knowledge.
- Use cleaning material and equipment.
- Perform manual labor.
- Follow work schedule as well as written and oral instructions.
- Work cooperatively with other staff.
- Learn and follow CAPMC Head Start Program policies and procedures.
- Be reliable and prompt.

KNOWLEDGE OF:

- Child growth and development principles.
- Modern cleaning methods, and the use and care of cleaning material and equipment.

### General Physical Requirements:

- Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

### **Selection Process:**

Only applicants who meet the qualification standards of this position by the application filing will be allowed to participate in the examination process. Requests for a special accommodation to participate in the selection process should be made at the time you are contacted to schedule an interview. The selection process may include skill set testing, first and second round panel interviews. This position is open until filled.

### **Compensation and Benefits:**

- Retirement: CAPMC's retirement plan is a 403(b) plan. Employees are eligible to make elective contributions to their 403(b) plan upon employment. Employees can participate in employer's contribution.
- Health Insurance: CAPMC provides eligible employees insurance coverage for medical, dental, vision and life through various policies.
- Employee Assistance Program: CAPMC offers an employee assistance program for employees and dependents that provides counseling and services when dealing with life's challenges.

### **General Information:**

Applications may be obtained from CAPMC's website [www.maderacap.org](http://www.maderacap.org), visit 1225 Gill Ave Madera or calling the Human Resources Office at (559) 673-9173. Applicants must be submitted to the CAPMC's Human Resources Office.

The CAPMC is an equal opportunity employer. CAPMC provides equal employment opportunity to all persons regardless of race, national origin, religion, color, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, transgender, sex stereotyping, age, sexual orientation, military status, veteran status, and any status protected by applicable federal, state and local laws.

Appointment will be contingent upon passing a pre-employment alcohol and drug screen, fingerprint clearance and reference checks, pre-employment physical, immunization requirement, and TB test is required for Head Start budgeted positions.

**Affirmative Action / Equal Employment Opportunity / Drug Free Employer**