

**WESTON COUNTY CHILDREN'S CENTER/
REGION III DEVELOPMENTAL SERVICES**

**104 Stampede
Newcastle, WY 82701**

JOB TITLE: GROUNDS MAINTENANCE

Responsible to: Executive Director

Nature and Scope of Job: To maintain the physical grounds in a condition of Excellence.

Performance Responsibilities:

Essential Functions:

1. Examine Center grounds on a regular basis for needed ground maintenance.
2. Purchase supplies as needed and make recommendations of equipment for purchase through Executive Director.
3. Determine grounds maintenance priorities and sequence of work.
4. Maintain machines and equipment in good working order.
5. Prepare grounds, and determine watering and spraying schedule.
6. Weed the grounds as needed.
7. Perform other duties as necessary.
8. Use positive verbal and non-verbal communication skills when working with WCCC/Region III personnel and members of the community at all times.

Job Qualifications:

Education, License, Certification or Formal Training:

1. Minimum reading level of ninth grade
2. Current Wyoming driver's license

Equipment Used:

1. Hand tools
2. Herbicide/Pesticide application equipment
3. Lawn care equipment

Physical Demands:

1. Lower body strength to stand/walk throughout day or push lawn care equipment
2. Upper body strength to lift 85 pounds and carry 100 feet and move heavy loads using material handling equipment.
3. Be alert at all times and perform all duties in a prudent and safe manner.

Environment Demands:

1. Moderate exposure to weather extremes of positive 110 degrees Fahrenheit.
2. Frequent exposure to various airborne particles of herbicides, pesticides, and common dust.

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JOB DESCRIPTION: CUSTODIAN

Responsible to: Executive Director

I. Daily Responsibilities:

1. Clean all carpeted areas
2. Clean all bathrooms
 - a. sterilize toilets and tanks
 - b. mop and disinfect the floors
 - c. clean mirrors
 - d. keep toilet tissue and paper towels adequately supplied
3. Empty all trash cans
4. Mop all tile floors daily and buff once monthly
5. Disinfect the sinks, counter tops and soap dispensers
6. Clean wall units of the cafeteria tables.
7. Wipe off the paper towel dispensers
8. Wash all windows on the exit doors (inside and out)
9. Wipe down door frames entering and exiting the classroom
10. Wipe down the laminant on the cupboard doors and drawers
11. Dust the chalkboards twice weekly

II. Monthly Responsibilities:

1. Deep clean one room per week
 - a. dust tops of chalkboards
 - b. wipe down the outside of the trash cans and wall behind trash cans
 - c. window sills
 - d. wash the windows (inside and out) of the office area
 - e. wipe all door vents (inside and out)

III. Periodic Responsibilities:

1. Clean the inside of the trash cans
2. Wash all windows as needed (at least annually)
3. Scrub the baseboards – entire Center
4. Clean all corners
5. Other duties related to this position as assigned

IV. Responsibilities of the Center:

1. Make regular monthly payment to provider
2. Purchase and make available toilet tissue and paper towels for dispenser as needed
3. Purchase and make available trash can liners as needed
4. Purchase and make available cleaning supplies and products as needed

V. Essential Job Functions:

Must be able to operate equipment and machinery that require fine motor and gross motor abilities, compose sentences, calculate figures, interpret rules, and procedures, organize/convey thoughts, recall facts and procedures, sequential and analogical abilities, spatial perceptions, auditory and tactile discrimination, speaking ability, judgment, aesthetic sense, olfactory discrimination, writing ability, reasoning, patience, visual discrimination, talking, hearing, grasping, grabbing, holding, feeling, working independently, give instructions, good physical and health condition. Must be able to stand for long periods of time. Must be able to lift up to 50 pounds. Must be agile in bending, walking and other positions.