



For a Brighter Future.

JOB VACANCY

POSITION: Head Start Custodian
LOCATION: Allen County – East Wayne Site
HOURS: 35 hours/week, full year position

STARTING SALARY RANGE: \$9.81 – 12.00

JOB DUTIES:

Responsible for keeping internal and external areas of the building thoroughly cleaned and maintained.

1. Maintain cleanliness of building internally at all times.
2. Maintain cleanliness of playground area at all times.
3. Perform minor building maintenance and repairs, both at home site and other Head Start sites as needed.

SKILLS AND QUALIFICATIONS:

1. High School diploma or equivalent.
2. Two years of experience working in the area of custodial work and/or building maintenance preferred.
3. Ability to work with minimal supervision, self-motivated, attentive to detail, organized, cooperative, productive, reliable, flexible and dependable.
4. Must become First Aid and CPR qualified within twelve (12) months of employment.
5. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.

DATES FOR INTERNAL POSTING: December 6, 2018 – until filled

APPROXIMATE DATE FOR POSITION TO BEGIN: immediately

**FOR FURTHER INFORMATION, CONTACT HR DEPARTMENT, EXT. 206 OR 213
Applications accepted at 227 E. WASHINGTON BLVD, FORT WAYNE, IN
8:00 A.M. – 5:00 P.M., MONDAY – THURSDAY, OR 8:00 A.M. – 11:00 A.M., FRIDAY
OR VIA THE INTERNET AT www.mybrightpoint.org**

We, Brightpoint d/b/a Community Action of NE Indiana conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without any regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.