



For a Brighter Future.

**JOB VACANCY**

**POSITION:** Head Start Custodian  
**LOCATION:** Brightpoint Head Start in **Kendallville**  
**HOURS:** 20 hours/week

STARTING SALARY: \$9.98/hour

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**JOB DUTIES:**

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

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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

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**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 CANI, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.

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Brightpoint offers competitive benefits

- Medical, Dental, Vision and Health Savings Account (HSA)
- Life Insurance and Voluntary Life Insurance options
- Generous Paid Time Off (PTO) Accrual
- 403B with an employer match

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DATES FOR INTERNAL POSTING: FROM May 2019 TO until filled

TENTATIVE DATES FOR EXTERNAL POSTING: same

APPROXIMATE DATE FOR POSITION TO BEGIN: July , 2019

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**FOR FURTHER INFORMATION, CONTACT HR DEPARTMENT, EXT. 206 OR 213  
APPLICATIONS ACCEPTED – 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](http://www.mybrightpoint.org)**

We, Brightpoint 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, age, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.