



JOB VACANCY

POSITION: Head Start Custodian

LOCATION: Brightpoint Head Start sites

HOURS: 35-40 hours/week

STARTING SALARY: \$9.98 – 10.18 hour

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
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SKILLS AND QUALIFICATIONS:

1. High School diploma or equivalent.
 2. Ability to work with minimal supervision, self-motivated, attentive to detail, organized, cooperative, productive, reliable, flexible and dependable.
 3. Ability to lift and carry up to 50 pounds and use a dolly to move heavier loads.
 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.
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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 January, 2021 TO until filled

TENTATIVE DATES FOR EXTERNAL POSTING: January, 2021 TO until filled

APPROXIMATE DATE FOR POSITION TO BEGIN: immediately

**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**

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.