

## JOB VACANCY

**POSITION:** Head Start Custodian

**LOCATION:** Huntington County

**HOURS:** 20 hours/week/school year – Part-time

**STARTING SALARY:** \$17.30/hour

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### JOB DUTIES:

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

- Maintain cleanliness of building internally at all times.
- Maintain cleanliness of playground area at all times.
- Perform minor building maintenance and repairs

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### SKILLS AND QUALIFICATIONS:

- High School diploma or equivalent.
- Two years of experience working in the area of custodial work and/or building maintenance preferred.
- Ability to work with minimal supervision, self-motivated, attentive to detail, organized, cooperative, productive, reliable, flexible and dependable.
- Must become First Aid and CPR qualified within twelve (12) months of employment.
- 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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**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 [mybrightpoint.org](http://mybrightpoint.org)**