



2177 Asheville Road Waynesville, NC 28786
 828 452 1447
 25 Schulman St., Sylva, NC 28779
 828 586 2345
 mountainprojects.org

RECRUITMENT WORKSHEET

Job Title: Cleaner/Closer (Haywood and Jackson County) **Date:** 3/8/23

Position Summary: Looking for a career change. Mountain Projects, Inc. Head Start/Early Head Start program is looking for an individual who cares about their community and wants to make a difference and improve the lives of children and families.

Minimum Qualifications: High School Diploma or GED

Preferred Qualifications: EDU 119

Type of Skills Needed: Ability to work effectively with coworkers, parents, and children; ability to work effectively with diverse populations; uses good judgment in making decisions; able to multi-task and problem solve.

Other requirements, if applicable: Must have an adequate vehicle, valid driver license and insurance; local travel sometimes required.

Criminal background checks along with random drug testing.

Rate of Pay: \$ 10.00 \$

Part-time: Hours per week: 17.5

Full time: Months per year: _____

Location of position: Haywood and Jackson Counties

Notes: _____

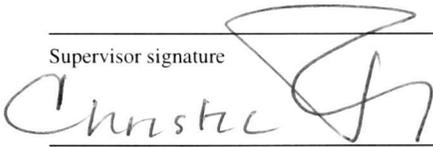
Sources to use:

Internal: _____ Referral: _____

Ads: _____ Search: _____

Agencies: _____ Professional: _____

Other: _____

Supervisor signature  Date 3/8/23
 Program Manager signature _____ Date _____

Executive Director signature _____ Date _____



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JOB DESCRIPTION

Effective Date: 4/17/2014 Revision Date: 4/21/2021
Name: _____

Job Title: Cleaner/Closer
Program: Head Start
Supervisor: Education/Disabilities Coordinator

Position Overview: (Primary Function) Non Exempt Position

**To support teachers in cleaning and maintaining center to meet all federal, state and local and state guidelines.
Work in the afternoon to meet child ratios for wraparound services**

Project Work Description: (Essential Functions: Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodations or other reasons.)

- 1. Clean, sweep, mop, vacuum floors in HS/EHS classrooms
- 2. Operate washers and dryers to launder cot sheets and other laundry as necessary in the classrooms
- 3. Perform routine cleaning in classrooms and other areas of the center
- 4. Routinely clean toys, furniture, cots, floors, etc. in classrooms
- 5. Do laundry daily for classrooms
- 6. Maintain continuous ongoing communication with administrative and center staff
- 7. Actively recruits children for the Head Start program.
- 8. Participates in on-going inservice and educational development opportunities provided by agency.
- 9. Work hours may vary depending on classroom responsibilities, trainings, and meetings.
- 10. Adheres to all Mountain Projects, Inc. policies and procedures
- 11. Reports to management immediately any suspicion of fraud, waste and abuse of agency property.
- 12. Any other job related assignments that may require or be deemed advisable by supervisor.
- 13. _____
- 14. _____
- 15. _____
- 16. _____
- 17. _____
- 18. _____
- 19. _____
- 20. _____
- 21. _____