

## JOB OPPORTUNITY

**Position Title:** Custodian

**Location(s):** Liberty & Woodville

**Salary Grade:** G-3, \$9.10 - \$12.64

**Work Year:** 9 months

**Work Hours:** 9:00 am – 3:00. pm

### JOB Summary

To provide custodial and minor maintenance for agency, classrooms, offices, common areas, utilities, equipment, fixtures, and materials for the facility and grounds. Follow health and safety procedures and perform safety inspections and checklists to ensure facility and grounds are hazard free.

- Daily cleaning of classrooms, office, bathrooms, and common areas, including sweeping, mopping, vacuuming, dusting, and emptying trash.
- Inventory control of all cleaning supplies, including ordering and receiving supplies.
- Seasonal deep cleaning and maintenance of building interior and exterior (i.e. Floor waxing, carpet cleaning, pressure wash building).
- Ensure that safety and health procedures are followed as directed by Facilities Manager and/or established policy.
- Perform routine inspections and regular upkeep of interior and exterior areas to ensure areas are free of safety hazards, trash, weeds, and other foreign materials.
- Perform regular upkeep of outside areas, including playgrounds and parking lots, to include weeding, trash and litter removal required to keep areas clean, neat, and safe.
- Assist with moving office and classroom furniture, fixtures, and equipment to support increasing staffing changes, relocations, remodels, program expansion and custodial requirements.

### Qualifications:

High School diploma or GED preferred and one year custodial or related work experience.

**License Requirements:** Current driver's license with safe driving record

**Resume / Application Closing Date:** until filled

### Please Submit Cover Letter, Resume and AJFC Application To:

Zadier Thomas, Human Resources Director  
AJFC Community Action Agency, Inc. | P.O. Box 3011  
1038 North Union Street Building A | Natchez, MS 39121  
**Email:** [zthomas@ajfcca.org](mailto:zthomas@ajfcca.org) | Fax: (601) 442-9572