



**“This institution is an equal opportunity provider.”**

**POSITION AVAILABLE:** Wyoming Child & Family Development, Inc. - Glenrock is now scheduling interviews for a Janitor/Bus Driver/Cook Assistant. This is a full time position with excellent benefits. To take the next step to become part of our great team please visit: [www.wyomingchild.org](http://www.wyomingchild.org), 307-436-5357, or email [leighann.brite@wyomingchild.org](mailto:leighann.brite@wyomingchild.org). **We look forward to visiting with you!** **“This institution is an equal opportunity provider”**

WYOMING CHILD AND FAMILY DEVELOPMENT, Inc.

## **JOB DESCRIPTION**

**TITLE OF POSITION:** JANITOR

**SUPERVISED BY:** Center Coordinator or Business Manager (if in Central Office.)

**GENERAL RESPONSIBILITY:** Cleans and maintains the premises to ensure standards of health and sanitation guidelines required by Head Start and other licensing agencies.

**MINIMUM QUALIFICATIONS:** No education requirements. Must have basic understanding and ability to function in the job in such a manner as to conform to necessary cleanliness standards for Education Institutions. Must be able to perform the essential functions of the position, as defined in the job description, without presenting a danger to either self or others; with or without reasonable accommodations.

### **ESSENTIAL FUNCTIONS:**

1. Completes a schedule for building cleaning and operation.
2. Vacuums all carpets in area of responsibility.
3. Cleans, sanitizes, services, and restocks restrooms.
4. Cleans and sanitizes drinking fountains.
5. Washes windows and frames as directed.
6. Dust mops or damp mops all resilient or tile floors.
7. Empties and sanitizes waste and sanitary receptacles.
8. Sanitizes and fills all dispensers.
9. Replaces light bulbs as needed and cleans light fixtures.
10. Cleans furniture as directed.
11. Operates physical facility equipment as needed i.e. carpet shampooer, floor buffer, vacuum, ladder, drill, etc.
12. Reads and interprets directions on cleaning supplies and follows all safety recommendations.
13. Seeks appropriate additional tasks when work is completed.

ALL REQUIREMENTS FOR THIS POSITION WILL MEET THE HEAD START/EARLY HEAD START PERFORMANCE STANDARDS, DFS LICENSING, NAEYC STANDARDS, WYOMING DIVISION OF DISABILITIES RULES AND REGULATIONS AND WCFD POLICIES AND PROCEDURES. ALL EMPLOYEES WILL ADHERE TO THE MISSION, VISION, AND VALUES OF WCFD.

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**STANDARD JOB REQUIREMENTS:**

- Able to perform the essential functions of the position, as defined in the job description, without presenting a danger to either self or others, with or without reasonable accommodations.
- Must have an employment physical and TB risk assessment prior to work with children.
- Must have AHA CPR and First Aid Training completed within 90 days, unless otherwise specified by the supervisor.
- Wyoming Child and Family Development, Inc. requires all prospective employees to participate in a Central Registry and criminal background check, including fingerprinting upon hire and every 5 years.
- Must have a valid driver's license, safe driving record and liability insurance as required by Wyoming State Law. Driving records are reviewed annually.
- Wyoming Child and Family Development requires an initial statement of health from a licensed healthcare provider and a renewed statement every 5 years.

**PHYSICAL/ENVIRONMENTAL REQUIREMENTS:**

1. Must be able to work with families and children birth through age 5.
2. Must possess proper stress management techniques.
3. Must possess visual acuity and stamina to read technical material for extended periods of time.
4. Be able to sit, stand, or walk for long periods of time without fatigue or discomfort.
5. Must be able to travel to site locations, meetings and trainings, both in and out of state.
6. Must be willing to drive in a variety of weather conditions.
7. Must be able to hear and process ordinary conversation and telephone conversation.
8. Must be able to communicate effectively with staff, children, families, and community.
9. Must be able to tolerate air-conditioned buildings and fluorescent lights.
10. Must be able to climb stairs, stoop, kneel, crouch and/or reach, to retrieve materials and supplies from ground level to a height of at least 5 ft.
11. Must have upper body strength to lift and carry the equivalent of 50 pounds.
12. Must be able to assist a child to safety in case of an emergency.
13. Must be able to work in a flexible daily routine and change as required.
14. Must be able to work in a variety of temperatures, including hot and cold weather.
15. Transportation staff must:
  - a. Able to tolerate possible exposure to biohazards, i.e., body fluids, etc.
  - b. Ability to recognize mechanical problems that would require stopping of bus to prevent damage or potential accident while driving.
  - c. Able to read gauges on dash of bus and recognize indicator of problems.
  - d. Able to tolerate possible gas and diesel fumes.
  - e. Able to tolerate dust and gravel.

**TITLE OF POSITION:** BUS DRIVER

**SUPERVISED BY:** Center Coordinator

**GENERAL RESPONSIBILITY:** To safely transport children and families to and from the center and bus maintenance.

**MINIMUM QUALIFICATIONS:**

- Must be twenty-one (21) years of age, possess a good driving record with a valid Wyoming Driver's License and have liability insurance as required by Wyoming State Law.
- Will be required to obtain a Class C Commercial Driver's License with "S" and "P" endorsements.
- Must be able to work well with birth to six-year-old children, and adults, including those from low income families and with special needs.
- Must have the interpersonal skills to work with diverse families and staff.
- Must have an employment physical and TB test prior to work with children.
- Must complete AHA CPR and First Aid training within 90 days, unless otherwise specified by the supervisor.
- Drivers are subject to random drug testing and alcohol testing during employment.
- Wyoming Child and Family Development, Inc. require all prospective employees to participate in a criminal background check, including fingerprinting and central registry.
- Must be able to perform the essential functions of the position as described in the job description without presenting a danger to self or others with or without reasonable accommodations.

**ESSENTIAL FUNCTIONS:**

1. Coordinates with the center coordinator all transportation needs for the day.
2. Picks up the children and/or families at their homes or at approved bus stops and transports them safely to the center.
3. Observes all traffic laws and safety requirements, including pre-trip inspections.
4. Returns the children and/or families safely home or to approved bus stop.
5. Organizes bus routes and manages time efficiently.
6. Provides for regular maintenance and upkeep on the bus or any other Wyoming Child and Family Development Inc. vehicle assigned to your center. This includes, but is not limited to regular service appointments, annual vehicle safety inspection, cleaning, tire rotation, repairs and licensing.
7. Maintains required paperwork for the bus including the miles and operating expense log, receipts, maintenance records, etc.
8. Provides emergency care to children and families as appropriate.
9. Ensures the safety of all enrolled children and families while participating in Wyoming Child and Family Development Inc. programs.
10. Ensures all children in Wyoming Child and Family Development are accounted for and reach their destination safely.
11. Permits no alcohol or illegal drugs in vehicles; permits no one in vehicle known to have alcohol or illegal drugs in their system.
12. Permits no dangerous or potentially dangerous items on the bus such as guns, knives, etc.
13. Ensures that there is a responsible adult (parent, guardian or designee) at the stop before leaving child.
14. Maintains order on the bus using positive guidance techniques.
15. Ensures that all children and adults are buckled in seat belts or child restraints.
16. Provides messages to the parents from the center staff as required on the route and from the parents to the center staff as well.
17. Promotes positive public relations within the work setting and in the community.
18. Recruits children for the program within the guidelines established by Department of Health and Human Services and Wyoming Child and Family Development.

19. Performs other duties as assigned by the Board or its designee

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#### **STANDARD JOB REQUIREMENTS:**

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- Wyoming Child and Family Development requires an initial statement of health from a licensed healthcare provider and a renewed statement every 5 years.
- Must have a valid driver's license, safe driving record and liability insurance as required by Wyoming State Law. Driving records are reviewed annually.

#### **PHYSICAL/ENVIRONMENTAL REQUIREMENTS:**

1. Must be able to work with families and children birth through age 5.
2. Must possess proper stress management techniques.
3. Must possess visual acuity and stamina to read technical material for extended periods of time.
4. Be able to sit, stand, or walk for long periods of time without fatigue or discomfort.
5. Must be able to travel to site locations, meetings and trainings, both in and out of state.
6. Must be willing to drive in a variety of weather conditions.
7. Must be able to hear and process ordinary conversation and telephone conversation.
8. Must be able to communicate effectively with staff, children, families, and community.
9. Must be able to tolerate air-conditioned buildings and fluorescent lights.
10. Must be able to climb stairs, stoop, kneel, crouch and/or reach, to retrieve materials and supplies from ground level to a height of at least 5 ft.
11. Must have upper body strength to lift and carry the equivalent of 50 pounds.
12. Must be able to assist a child to safety in case of an emergency.
13. Must be able to work in a flexible daily routine and change as required.
14. Must be able to work in a variety of temperatures, including hot and cold weather.
15. Transportation staff must:
  - a. Be able to tolerate possible exposure to biohazards, i.e., body fluids, etc.
  - b. Have the ability to recognize mechanical problems that would require stopping of bus to prevent damage or a potential accident while driving.
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**TITLE OF POSITION:** COOK ASSISTANT

**SUPERVISED BY:** Cook/Center Coordinator

**GENERAL RESPONSIBILITY:** Responsible for helping the Cook prepare the daily meals and snacks for the Center. Responsible for maintaining standard health practices and procedures as outlined by Wyoming Child and Family Development, The State of Wyoming, and other licensing agencies.

**MINIMUM QUALIFICATIONS:**

- No education requirements.
- Basic cooking skills for preparing meals for a large number of children.
- Ability to follow and successfully complete both written and oral directions.
- Ability to carry out State of Wyoming's Sanitation Standards for Public Kitchens.

**ESSENTIAL FUNCTIONS:**

1. Assists the cook in the overall operation of the kitchen, following his/her directions.
2. Assists in preparing meals according to the planned menu.
3. Sets the table before each meal, using all the appropriate table service.
4. Cleans up after each meal (table, dishes, etc.).
5. Assists in maintaining a clean, safe kitchen environment as per State regulations.
6. Practices health standards.
7. Uses positive verbal/non-verbal communications and interaction skills when working with staff, parents, and children.
8. Attends required training sessions
9. Promotes positive public relations within the work setting and community.
10. Recruits children for the program within the guidelines established by Department of Health and Human Services and Wyoming Child and Family Development.
11. Assumes responsibility of cook if necessary.
12. Performs other duties as assigned by the Board or its designee.

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