



Job Opening

Custodian

Monday – Friday, 4:00 p.m. – 12:00 a.m.

Macon Program for Progress is a community action agency in far western NC.

This motivated organization is seeking a Custodian that provides custodial maintenance for the agency, common areas, fixtures and the facility across multiple locations. Following health and safety procedures to ensure the facility is clean, safe and hazard free in accordance with the policies, procedures and philosophy of MPP.

Essential Duties:

- Cleans all building floors by sweeping, mopping, scrubbing or vacuuming them.
- Gathers and empties trash from all receptacles.
- Services, cleans and re-stocks all restrooms.
- Follows procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Monitors building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Notifies manager concerning the need for major repairs or additions to building operating systems.
- Notifies appropriate personnel of supplies and equipment needed for cleaning and maintenance duties.
- Cleans and polishes furniture and fixtures.
- Cleans windows, glass partitions and mirrors using soapy water or other cleaners, sponges and squeegees.
- Dusts furniture, walls, machines and equipment.
- Mixes water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Steam-cleans or shampoos carpets as assigned.
- Must be able to lift up to 40 lbs.
- Work hours 4:00 pm to 12:00 am.
- High School Diploma or equivalent required.

Macon Program for Progress is an Equal Opportunity Employer.

In accordance with the Head Start mandate, COVID-19 vaccination is required, with religious and medical exemptions accepted as required by law.