

**Richland County First Steps
Position Description**



Job Title: Dishwasher/ Custodian, Virginia Wingard Site
Strategy: Early Head Start
Reports to: Center Director
Hourly Wage: \$10.00 - \$13.00
Work Schedule: Monday – Friday (8:30 am – 2:30 pm, all open center days)
Exempt: No
Full-time: No
Qualified for Benefits: No

Job Summary

The dishwasher/custodian position is responsible for maintaining cleanliness and sanitation standards for all dishes, bottles, tableware, cooking utensils, etc. using a three-compartment sink. In addition, responsible for maintaining cleanliness of general areas of the center(s) to include adult restrooms, hallways, shared workspaces, laundry area, and entry.

Position responsible for dishwashing and custodial work childcare center (located at the Ridgewood site) with a total of 32 children. There is no direct interaction with children or parents and no childcare responsibility.

Work environment(s) are small kitchens located within a childcare facility. Employees in this role are frequently exposed to hot water, potentially slippery floors, and cleaning chemicals (including bleach).

Essential Functions

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.)

- Treat participants, community members and fellow staff with positive regard.
- Wash, rinse, and sanitize (according to written guidance and provided training) baby bottles, cups, dishes, serving dishes, and utensils. Once dry, sort and stack clean dishes and place in proper areas. Guidance given is by DHEC and must be followed exactly as written (changing of water, proper sanitizing tablets, order of operations).
- Sweep and mop floors of kitchen, general areas (to include entry and hallways).
- A strong sense of and respect for confidentiality involving both clients and fellow employees.

- Ability to work in a variety of settings with culturally diverse families and communities with the ability to be culturally sensitive and appropriate.

Major Responsibilities/Activities

- Remove kitchen and adult bathroom trash and garbage to site dumpster.
- Maintain general cleanliness of general areas to the center to include daily cleaning of adult restroom, hallways, and entry areas (training will be provided).
- Maintain laundry for classroom use. Washer and dryer are on site.

Minimum Requirements

- Ability to work independently with limited instruction (after initial training).
- Ability to read and comprehend written guidance for position (proper cleaning) and comprehend labels on cleaning chemicals.
- Ability to legally operate a motor vehicle and have reliable transportation.
- Ability to pass/maintain annual background checks including SLED and DSS (includes Sexual Registry).

Essential Mental Functions

- Ability to prioritize tasks.
- Ability to consistently follow procedures (as posted and trained).

Essential Physical Functions

- Ability to lift 40 pounds.
- Ability to stand, stoop, squat, and bend over to perform tasks (such as bending over the dish sink, squatting to retrieve dish pans from cart, etc.).

Equipment/Databases Used

- Equipment: Not applicable for this position.
- Database(s): SentricHR,