MERCED COUNTY COMMUNITY ACTION AGENCY
1235 W. Main St., Merced, CA • (209) 723-4565 • FAX (209) 723-1543
MAILING ADDRESS: P.O. Box 2085, Merced, CA 95344-0085

Carole Roberds
Board Chairperson

Brenda Callahan-Johnson
Executive Director

JOB DESCRIPTION

KITCHEN HELPER/CUSTODIAN (Part-Time)

EARLY LEARNING PROGRAM

OVERVIEW:

Under supervision of the Site Supervisor, perform required kitchen and custodian services of buildings in a clean safe, orderly and secure manner. Assist with routine kitchen tasks in the preparing of meals and in the cleaning of equipment, laundry and work area, and do related work as required. This is a non-exempt position. This is a Union position.

ESSENTIAL FUNCTIONS:

- Sweeps and mops floors; dusts and washes furniture and woodwork;
- Empties trash and cleans receptacles; washes windows and walls; cleans restrooms;
- Performs minor repair tasks; moves furniture and equipment;
- Orders cleaning supplies and may assist in the delivery of supplies;
- Assists in kitchen tasks, such as cleaning kitchen area and equipment;
- Counting utensils for the Center, setting out utensils, laundry and tableware for food preparation;
- Washes dishes and cooking utensils; may launder kitchen linen, etc;
- Assists in maintaining work area in a sanitary condition;
- Will assist in dispensing of meals.

EDUCATION/CERTIFICATIONS:

High school graduate or equivalent.

EXPERIENCE AND KNOWLEDGE:

One year's experience in general custodial work or kitchen experience desirable.

ADDITIONAL REQUIREMENTS:

Knowledge of cleaning supplies. Ability to read, maintain schedules, provide for regular cleaning tasks; operate cleaning equipment; some mechanical ability. Read, write and speak English at a level required for successful job performance and follow oral and written directions. Communicate with children and adults and work cooperatively with others.

LICENSES AND OTHER REQUIREMENTS:

1. Valid California Driver's License, reliable transportation and proof of California vehicle insurance.
2. Criminal background check and fingerprint clearance (Paid by Employer).
3. Pre-employment physical health check and TB clearance (Paid by Employer when conducted by Agency contracted medical provider).
4. Employees must have the ability to walk, stoop and squat as needed; be able to lift and carry more than 40 pounds on a regular basis and to stand as much as 95% of their scheduled working time.

IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO MAINTAIN THE REQUIRED KNOWLEDGE AND ABILITY FOR THIS POSITION.

The American Federation of State, County and Municipal Employees (AFSCME-Local 2703), AFL-CIO represents this position under an Agency agreement

DEI Statement of Intent:
At Community Action, we commit ourselves fully to the ongoing work of creating a more diverse, equitable, and inclusive community. We enthusiastically embrace the diversity of Customers, communities and employees
and seek to do Whatever It Takes to create places where all people feel welcome, equal, heard and valued. We stand against racial injustice and discrimination of all kinds, including any mistreatment of people based on their race, language, ethnic background, ability, religion, sexual orientation, gender identity, or gender expression. We will make all reasonable accommodations to our policies to be the most inclusive workplace possible. We acknowledge that this is a process and not a destination and will remain committed to regularly evaluate and redefine our Statement and our efforts to make progress.

SALARY RANGE:

67.7	22.26	23.38	24.55	25.78	27.08

HOURS : M-F 29 hours per week

JOB SITE : LE GRAND EARLY LEARNING CENTER

APPLY AT : MCCAA, 1235 W. Main St., Merced (www.mercedcaa.org) **APPLICATION IS A MUST**

DEADLINE : Open until filled

BENEFITS : Medical (Employer Contribution), Dental & Vision (Paid by employer 100% if Medical is waived), Life Insurance (100% paid by employer), 403B Plan (Employer match up to 7%), and Step Increases of up to 5% after 1 year of employment.

NOTE: POSTMARKS WILL NOT BE HONORED

THIS IS NOT A COUNTY POSITION