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

Part-Time Kitchen Helper/ Custodian

EARLY LEARNING PRESCHOOL PROGRAMS

OVERVIEW:

Under direct supervision of Site Supervisor, Kitchen Helper/ Custodian are required to perform kitchen and custodian services of the Le Grand building. Assist with routine kitchen tasks in the preparation of meals, cleaning equipment, laundry and work area, and perform 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 AND EXPERIENCE:

- ✓ High school graduate or equivalent.

LICENSE AND PHYSICALREQUIREMENTS:

- √ Valid California driver's license, reliable transportation and proof of minimum insurance required by California
- √ Ability to walk, stoop, and squat as needed, be able to lift and carry more than 40 pounds on a regular basis, and able to stand as much as 95% of scheduled work time
- √ Criminal background check and fingerprint clearance (paid by employer), pre- employment physical health check and TB clearance (paid by employer when conducted by employer-contracted medical provider)
- √ *Must comply with Senate Bill 792 immunization requirements for influenza, pertussis, and measles. Mandated reporter training under new law AB 1207 within 60 days of employment is to be completed*

SALARY RANGE: (67.7): $22.26 | $23.38 | $24.55 | $25.78 |$27.08
SCHEDULE: M-THR.; 9AM-3:30PM | FRI.; 9AM-2PM
JOB SITE: DELHI PRESCHOOL
APPLY AT: www.mercedcaa.org
DEADLINE: Open until filled

THIS IS NOT A COUNTY POSITION