



130 Birge Street, Brattleboro, VT 05301 | 802-254-3742 | info@earlyeducationservices.org

Facilities & Operations Assistant

Job Description

Qualifications: High school diploma or GED with a valid driver's license. Able to lift 75 pounds. Attention to detail. Ability to work with minimal supervision. Strong and effective communication skills. Able to work well with others. Flexible and able to work well in a child-friendly environment. Must pass a background check and a pre-employment physical.

Responsible to: Operations Manager

Status: Non-Exempt

Responsibilities include but are not limited to:

Custodial

- Cleans Infant Toddler Center and premises at BUHS daily (including outdoor playground areas). This includes daily trash removal, sweeping, checking for rodent/insect infestation, dusting, bathroom & kitchen cleaning/disinfecting, vacuuming, and floor washing.
- Cleans Birge Street Center daily (offices, hallways, bathrooms, laundry room, and conference rooms). This includes daily trash removal, sweeping, checking for rodent/insect infestation, dusting, bathroom & kitchen cleaning/disinfecting, vacuuming, floor washing.
- Cleans staff/function room, microwaves/refrigerators/pipes in offices and kitchens weekly, and performs other duties as assigned.

Safety & Health

- Attends parking lot during morning pick-ups to ensure child and caregiver safety
- Picks up and delivers meals, snacks, food service supplies, and other items as needed between EES and affiliated centers and local suppliers.
- Unloads weekly food delivery truck into the Birge Street kitchen.
- Cleans out all agency vehicles weekly and washes them as needed.

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EES Compliance

- Adheres to EES Policies and Procedures, Head Start Performance Standards, Vermont Early Learning Standards, NAEYC Standards for Early Childhood Programs and Vermont Regulations for Licensed Early Childcare Programs.
- Participates in staff meetings, staff development and supervision.
- Maintains safety, rights and confidentiality of program participants and colleagues at all times.
- Promotes and delivers strategies to encourage parent engagement in our program.

This job description for the position of **Facilities & Operations Assistant** provides a detailed overview of expectations but does not cover every activity, duty, or responsibility that is required of the employee. Duties, responsibilities and activities may change for this, or new ones may be assigned at any time with or without notice by the supervisor and/or executive director. This job starts as an entry level position with room to grow!

Please see application instructions online

<https://earlyeducationservices.org/jobs/operations-assistant/>

Paper copies of the application and instructions are available at 130 Birge St. in Brattleboro