



## Childcare Housekeeping Aide

### Job Description

The Childcare Housekeeping Aide is an employee of Little Blessings CCM (Little Blessings). The primary purpose of the Childcare Housekeeping Aide is to maintain clean and safe facilities within the daycare and church through regular custodial services as well as helping to prepare daily lunches. The Childcare Housekeeping Aide will directly report to the Daycare Director and the Little Blessings Board.

### Mission of Little Blessings CCM

The mission, per ECHOG's by-laws (rev. November 2017), of the ministry of LB is "to provide exciting learning opportunities for the children in our care on a daily basis in a safe and nurturing Christian environment, while allowing unique individual growth."

### Qualifications:

- High school diploma or equivalent
- Pass a background check and/or other state mandated check
- Ability to stay organized, maintain inventory of cleaning supplies, and work independently
- Excellent communicator and detail oriented
- Flexible to accommodate around scheduled church and daycare activities
- Must be able to bend, lift, and work on feet, as well as climb stairs
- Previous cleaning experience preferred

### Major Responsibilities and Duties:

- Clean the church and daycare facilities according to the Monthly Cleaning Checklist:
  - Wiping and disinfecting all surfaces in the bathrooms, including railings & mirrors
    - Swapping out or adding toilet paper, paper towels, and soap to dispensers
  - Vacuuming, sweeping, and/or mopping all floors
  - Emptying trash from the hallways/offices and replacing with new bags
  - Wiping dirt off walls
  - Dusting and removing cobwebs throughout the building
  - Wiping and disinfecting tables, doors, handles, light switches, etc.
- Prepare daily lunches for children in LB
  - Most meals are provided by Eaton Elementary School, picked up at 11am and ready to be served by 11:30am; only holidays or breaks during school year require cooking
  - Serving in correct portions to trays
  - After lunch, wiping off all kitchen surfaces, mopping/sweeping floors, and any dishes
- Maintain an inventory of both food/snacks and needed custodial supplies including cleaning supplies, paper towels, soap, cleaners, trash bags, etc.
- Track weekly cleaning via the provided Monthly Cleaning Checklist.
- Any other duties as assigned by the Daycare Director or the Little Blessings Board.

### Apply

Interested candidates can email resumes to [littleblessings@eatonchurch.org](mailto:littleblessings@eatonchurch.org). To learn more about our church, you can go to [www.eatonchurch.org](http://www.eatonchurch.org).