

College of Southern Idaho Head Start/Early Head Start
JOB DESCRIPTION

JOB TITLE: Support Service Aide
ALARY LEVEL: B

LAST UPDATE: 2013
REPORTS TO: Center Supervisor

MISSION STATEMENT: Maintain a sanitary and safe environment within the Head Start/Early Head Start facility. Complete general clerical tasks as assigned by the supervisor.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat Head Start/Early Head Start participants, community members and fellow staff with positive regard.
2. Respond to detailed instructions to complete general cleaning of the Head Start/Early Head Start center.
3. Assists Center Supervisor with general clerical duties to compile simple reports associated with day-to-day center operations.
4. Participate in an individualized continuing education plan including CPR and First Aid.

ADDITIONAL:

- Perform other duties as assigned.

QUALIFICATIONS ESSENTIAL:

- Climbing, stooping, kneeling, crouching, standing, (i.e. cleaning) sitting, walking, lifting, talking and hearing (i.e. telephone)
- Manual dexterity to perform clerical functions (e.g. typing, filing, collating, operating office machines, 10-key etc.)
- Ability to read
- Valid driver's license
- Eighteen years of age or older
- Complete criminal record check from Department of Health & Welfare's Criminal History Unit prior to consideration for hire

ADDITIONAL:

- Lifting 50 pounds.

I, _____ have read this job description and understand its contents.
(Print your name here)

Employee's Signature

Date

Witness Signature

Date

Drug Free Work Place