



Work where your work matters. Work at CCRC.

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 900+ people strong and growing!

You could play a key role supporting the **Head Start** Division! Go to our job board to apply: [job board](#)

The Facilities Maintenance Assistant (HS) job at a glance

General Summary

Under general supervision of the Head Start (HS) Facilities Supervisor, the HS Facilities Maintenance Assistant is responsible for food delivery to HS sites. The Facilities Maintenance Assistant will receive and stock the HS warehouse or storage area and clean and maintain preschool centers (both interior and exterior). They will remain aware and required to report all facility health and safety concerns.

This position is full time, 40 hours per week. This is an onsite work environment and consist of working at the assigned HS locations.

Core Benefits!

- **Onsite** position!
- **Competitive Compensation** Package
- **Robust benefit offerings** -Medical, Dental, Vision, and Voluntary Life Insurance!
 - CCRC ***covers approximately 90-100% of employee and dependent*** medical and dental coverage, and ***90%*** vision coverage!
 - There are a variety of medical and dental plans offered, including 5 medical plans of Kaiser HMO, 3 different Blue Shield HMOs, and a PPO, and Dental HMO or PPO
- **Basic Life Insurance and Long-Term Disability** paid for by CCRC
- **Flexible Spending Account** participation offered
- Employer Contribution and Employer Match in the **403(b) Retirement Savings Plan** with 100% vesting!
 - Upon meeting eligibility, employees receive a ***5% contribution*** and may participate in the ***match of 50% up to the 1st 7% of deferrals***
- **Generous Time Off Policy** with vacation and Sick Time, Holidays, and Paid Winter Break
- Opportunities **for learning and professional development**, such as education reimbursement and mastering skills for career progression
- **Culture:** Mission-driven, passionate, and inclusive
- **Employee Assistance and Wellness Programs**
- **501(c) (3) designation**-You can apply for Public Service Loan Forgiveness!

The Details of the Job:

Essential Duties And Responsibilities

Within a team environment, the HS Facilities Maintenance Assistant will perform the following responsibilities:

Food and Supplies Deliveries (50%)

- Transport food and/or supplies, as assigned.

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- Maintain inventory of food, supplies and utensils at centers.
- Notify supervisor of Agency vehicles in need of repair.
- Assist in receiving of food and supplies, stock food and supplies in storage areas at central location and centers; stock classroom supplies at warehouse; maintain cleanliness and order of warehouse.

Facility Maintenance (50%)

- Clean and maintain centers, as assigned.
- Follow and complete daily maintenance checklist.
- Check center for any safety concerns on a daily basis.
- Complete any assigned work orders which have been entered into the Fresh Service system.
- Maintain communication about facility needs with Center Director and work as a team with teaching staff.

Non-Essential Duties And Responsibilities

These duties include tasks that are required and comprise less than 5% of daily functions for this job:

- Attend and participate in staff meetings/trainings.
- Attend monthly center meeting at assigned center.
- Attend monthly maintenance meetings.
- Perform other duties, as needed.

Job Specifications

Minimum Required

- **Education:** High school diploma or equivalent, General Education Development (GED) diploma.
- **Experience:** Basic building maintenance skills and familiar with local area (i.e., San Fernando Valley streets and highways).
- **Professional/Technical Certifications:** Hold or the ability to obtain Food Handler certification within 90 days of date of hire.
- **Technical Requirements - List specifics:**
 - Technical Requirements –
 - Basic computer proficiency skills. Able to access/navigate/use email and internet.
- **Behavioral:**
 - Display effective communication skills while collaboratively working with adults and children.
 - Ability to demonstrate a supportive attitude towards families.
 - Ability to receive instruction/direction and successfully follow through.
 - Excellent organizational, time management and customer service skills.
 - Cooperative work; can engage in collaborative teamwork environment and deliver accurate work product.
 - Possess effective problem solving and critical thinking skills.
 - Ability to make independent decisions and judgement.
- **Travel:**
 - Travel expected for this position will be daily to deliver meals to Head Start Centers location. May use CCRC company vehicles, when available or personal vehicle and will be subject to Driver Management Policy requirements (i.e., valid California Driver's License, automobile insurance and a clean driving record required).
- **Work Schedule:**

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- This position is full time, 40 hours per week. Overtime hours, as needed.
- **Work environment:**
 - This is an onsite work environment and will consist of working at the assigned Head Start location. It is a fast paced work environment.
- **Background & Health Clearance Requirements: Head Start / CCP**
 - Criminal Records (e.g. Live Scan Fingerprinting), Child Abuse Index Check, Sexual Offender Registry, Health and Tuberculosis (TB) test clearances required.

Preferred

All minimum requirements above met, plus:

- **Experience:**
 - Basic knowledge of HVAC, plumbing and electrical systems.
- **Behavioral:**
 - Ability to multi-task.
 - Ability to be flexible and adapt to rapidly changing work environments.
- **Bilingual Preferred:** Ability to converse in English and Spanish.

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	☐	☒	☐	☐	☐
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.	☐	☒	☐	☐	☐
Crawling: Moving about on hands and knees.	☐	☒	☐	☐	☐
Crouching: Bending the body downward and forward by bending the leg and spine.	☐	☒	☐	☐	☐
Driving: A car, truck, forklift or other types of moving equipment.	☐	☐	☒	☐	☐
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	☐	☒	☐	☐	☐
Grasping: Applying pressure to an object with the fingers.	☐	☐	☒	☐	☐
Hearing: Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.	☐	☐	☐	☐	☒
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	☐	☐	☒	☐	☐
Lifting (Light): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting up to 30lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	☐	☐	☒	☐	☐
Lifting (Med): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 30lb – 50lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	☐	☒	☐	☐	☐

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Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Lifting (Heavy): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 50lb+ objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	☒	☐	☐	☐	☐
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	☐	☒	☐	☐	☐
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	☐	☒	☐	☐	☐
Reaching: Extending hand or hands and extending arm or arms in any direction.	☐	☒	☐	☐	☐
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	☐	☐	☐	☐	☒
Sitting: Particularly for long periods of time.	☐	☒	☐	☐	☐
Standing: Standing or staying on feet for sustained periods of time.	☐	☒	☐	☐	☐
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	☐	☒	☐	☐	☐
Talking: Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.	☐	☐	☐	☒	☐
Twisting: Turning from right to left at the waist.	☐	☒	☐	☐	☐
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	☐	☐	☐	☐	☒
Walking: Moving about on feet to accomplish tasks.	☐	☐	☒	☐	☐

Notices

Child Care Resource Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

Accommodations

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (818) 717-1000 ext. 6599 or email them at Recruiting@ccrcca.org.

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