



The Community Action Organization of Erie County, Inc.

■ Buffalo, New York 14209 ■ (716) 881-5150 ■ Fax (716) 881-2927

Funding Sources:

U.S. Dept. of H.H.S.
N.Y. State Dept. of State
County of Erie
City of Buffalo

JANUARY 28, 2010

JOB NOTICE

IN-HOUSE/PUBLIC

The following position is available in our CAO Head Start Program located throughout Erie County, Inc.

POSITION:

**MAINTENANCE ASSOCIATE
(2 POSITIONS)**

DUTIES:

Responsible for the cleaning and maintenance of a Head Start Center in accordance with the Performance Standards and licensing requirements. Maintains sanitary conditions in and around the facility, monitor and clean up debris outside of building as needed, and maintain the heating system at the center. Makes repairs and maintenance work requiring handyman abilities including painting, simple carpentry and plumbing. Keeps housekeeping inventory while cooperating with staff on all housekeeping details. Reports any serious maintenance and repair needs to supervisor. Model positive work ethic for parents and staff.

QUALIFICATIONS:

High School Diploma or GED. Experience in janitorial work; ability to learn handyman skills that would involve carpentry and plumbing. New York State driver's license is required.

SALARY:

\$9.2754 hourly (12 Months/40 hrs per week)

Applications, resumes, will be accepted at CAO HR Department, 70 Harvard Place, Buffalo 14209 up to and including February 12, 2010 or email to [**caohr@roadrunner.com**](mailto:caohr@roadrunner.com)

JOB POSTING # 091