



Main Office  
405 N. Elm Street, Lumberton, NC 28358  
910.277.3500 [scapnc.org](http://scapnc.org)

Southeastern Community Action Partnership is accepting applications for the Head Start position:

**Title:** Driver/ Custodian  
**Status:** Non - Exempt  
**Terms:** **Temporary Full Time**  
**Location:** Pembroke Head Start Center  
**Reports To:** Center Manager

**Job Summary:** Maintains assigned buildings are clean, orderly, and secure during assigned shift; and other related duties as required. Operates a school bus over designated routes to transport students safely and efficiently; perform regular safety inspections; prepare a variety of records and reports related to assigned activities; and other related duties as required.

**Essential Duties and Responsibilities:**

- Performs all general cleaning duties, including, but not inclusive of working from prepared work schedule, sweep, scrub, wash and polish floors and vacuum rugs and carpets.
- Clean and dust walls, furniture, woodwork, and other surfaces.
- Pick up paper and other refuse on grounds, sweep walks and entrances to building.
- Wash, scrub and disinfect rest rooms.
- Clean windows, door glass, drinking fountains, sinks, windowsills, and blinds.
- Empty and clean waste containers replace light bulbs.
- Assist in moving and rearranging chairs, tables, desks, furniture, and other fixtures.
- Sets up & cleans up cafeteria as required.
- Perform minor maintenance and repair of custodial equipment.

- Correct and/or report safety, sanitary and fire hazards when observed.
- Assist in the complete cleaning and routine maintenance of buildings, grounds.
- Assist in securing the buildings at the end of each shift.
- Drive school bus on assigned afternoon bus route and/or special activities trips, observing all traffic rules and regulations.
- Perform required pre-trip and post-trip inspections.
- Maintains bus cleanliness in accordance with guidelines and prepare log and reports as directed.
- Attend all required trainings, safety meetings and driver education and safety programs as directed. Maintain effective communications between co-workers, and supervisor.

**Education Requirements:**

- High school diploma or the equivalent.

**Required Work Experience:**

- Able to relate well to students, staff and public.
- Read, understand, and carry out oral and/or written instructions.
- Adhere to the federal requirements of a drug-free workplace.
- Lift, move, or be able to carry objects weighing 60 lbs.
- Ability to obtain appropriate licenses for school bus driving (CDL, School Bus Endorsement, etc.) (must acquire CDL within ninety (90) days of initial employment)
- Applications may be obtained by visiting the Agency's website <https://scapnc.org/careers>

**Equal Opportunity Employer**