

# Lumpkin Head Start/Pre-K

**TAMMY DILL,**

**CENTER DIRECTOR**

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126 Mechanicsville Rd.  
Dahlonega, GA. 30533

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## Job Opening

**Lumpkin Head Start/Pre-K**  
**126 Mechanicsville Rd.**  
**Dahlonega, GA 30533**

**Position:** Custodian

**Hours:** 40 hours a week

### **Qualifications:**

- High School Diploma/GED, at least 18 years of age and possess a valid driver's license.
- Must secure an acceptable criminal records check.
- Must satisfactorily complete a drug screening.

### **Job Duties Include:**

- Daily cleaning of facilities and grounds
- Monitor MSDS notebook
- Minor repairs of equipment
- Attend and report to all staff meetings
- Regular facility and safety checks
- Ability to lift and/or move furniture as needed
- Order and maintain cleaning supplies/inventory
- Follow all guidelines set forth in the Ninth District Opportunity's Personnel Policies, Procedures Manual, and Operations Plan
- Attend training sessions as required by the agency
- Previous custodial experience a plus
- Other duties assigned by supervisor

### **Additional Information:**

- Interested candidates should contact Tammy Dill by January 17, 2022.
- Agency employees will need to notify their immediate supervisor of intent to apply prior to contacting me.