

Rural Utah Child Development Job Opening Announcement

Position is open to the community at large and “in house” to parents, current substitutes, temporary, regular employees and regular non-parent volunteers. Job opening announcements are being sent out to parents and staff.

Position:	Facility Assistant
Location:	RUCD Head Start, Carbon County Center, 1375 S 100 E, Price, UT 84501
Work hours:	40 hours per week, Monday through Friday, seasonal – eligible for unemployment in summer months, medical, dental, vision, 401K, flexible schedule, paid holidays and vacation.
Salary Range:	Starting at \$16.44 per hour
Education Requirement:	Must have a high school diploma
Skills Required:	<ul style="list-style-type: none">• Strong planning, organizational and follow up skills.• Strong record keeping skills.• Must have basic computer skills including email.• Ability to use common tools such as hammers, drills, and wrenches.• An eye for detail.• Professional presentation and attitude.• Strong time management skills.• Work as a team member.• Communicate clearly both verbally and in writing.• Able to follow written and verbal instructions.• The ability to communicate effectively with existing and potential vendors or contractors.
Preferred Skills:	<ul style="list-style-type: none">• Preferred knowledge of Google Drive, Sheets, Docs, and Forms.• Knowledge of preventive maintenance of facilities and vehicles.• Ability to conduct routine inspections of premises, equipment, or vehicles.• Inventory of materials and supplies.• Knowledge of equipment used in janitorial, grounds keeping, renovations, or other related work.
Other Factors:	<ul style="list-style-type: none">• Must be willing to travel occasionally, including some overnight trips, and have reliable transportation and a valid Utah Driver’s License.• Must be willing to attend meetings and trainings.• Must be willing to complete and pass a medical physical exam at the time of hire and every 4 years after.• Must adhere to Head Start Performance Standards, RUCD Policies and Procedures, Code of Conduct, and Professional Ethics.• Must agree to and pass a background check and drug screen.• Must be able to lift/carry 50 lbs.• Must have the ability to climb heights and climb onto ladders.
How to apply:	Applications are available on our website (www.rucd.org), click on the employment opportunities link OR Dept. of Workforce Services. Full job description available upon request. Applications will be accepted until 5pm on Wednesday, June 26, 2019. Please send completed applications by email to lmolinar@rucd.org . For further information, please contact Laurie Molinar at the email above or call 435-650-1402. The starting date will be August 5th, 2019.
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