



SAN FRANCISCO HEAD START/EARLY HEAD START  
PROGRAM  
SAN FRANCISCO STATE UNIVERSITY

*Please  
Post*

***IMMEDIATE OPENING***

**Temporary Maintenance Worker**

Come join a friendly, warm, nurturing and caring community of early childhood educators providing a culturally-relevant curriculum and creating a developmentally-appropriate classroom for children birth to 5 years.

Under the supervision of the Facilities Manager, the maintenance worker will be responsible for performing semi-skilled and skilled work in the repair and maintenance of Head Start buildings and grounds. This individual will maintain the grounds of the Head Start sites and perform minor maintenance such as painting, electrical, carpentry, HVAC (heating, ventilation and air conditioning), plumbing, delivering mail and equipment, cleaning and other duties as assigned.

**Minimum qualifications are:** High School Diploma, G.E.D. or equivalent.

A minimum of 3 years of general experience in building maintenance, construction or equipment repair. Experience working within low socio-economic and culturally diverse environments desired. Must have valid California driver's license, with proof of liability insurance and a driving record which is acceptable to agency insurance carrier. Some weekend and after hours schedule as needed.

This position requires planning and organizational skills. The candidate must have strong written and oral communication and interpersonal skills, knowledge of computer software systems – Microsoft Word and Excel. Must be able to lift 75 pounds in weight and to bend, stoop, and climb on a regular basis.

Candidates must complete a criminal background check, health screening and tb test and be approved by the Head Start Policy Council.

**Salary:** \$2,720/monthly. This is a temporary position expected to last for approximately 3 months. As such it does not qualify for employee benefits. Should the position be transitioned to a regular position, benefits will be available.

**To apply:** Send or fax your cover letter, resume and a copy of diploma/degree to: San Francisco Head Start Program, Attn: Human Resources, 205 13<sup>th</sup> Street, Suite 3280, San Francisco, CA, 94103, FAX: (415) 552-7257. **Only complete application packets will be considered.**

Individuals employed under the Head Start grant during the specified budget period(s) are subject to the availability of funds and the best interest of the federal government.

Employment concerning this program is administered through San Francisco State University. SFSU is an EOE/AA employer.

Position will remain open until filled.

Posted: September 28, 2009