

BETHEL HEAD START, INC.
1461 MAIN STREET
BUFFALO, NEW YORK 14209

JOB NOTICE

March 4, 2010

The following position is available in our Head Start Program:

POSITION: Maintenance Associate

RESPONSIBILITIES: Responsible for maintenance and licensing of all vehicles; maintain daily and monthly logs on all vehicles. Coordinate and maintain health and safety conditions in and around all centers. Conduct monthly health and safety checklist, fire drills for all sites. Maintain inventory on maintenance equipment and custodial service supplies

QUALIFICATIONS: High School Diploma or GED; Must have NYS CDL driver's license ability to access transportation and travel to sites throughout Erie County is required; must occasionally lift and/or move up to 45 lbs.

REQUIREMENTS: Completion of Agency Application; must pass a pre-employment physical examination with tuberculin test results, a pre-employment drug test. Must receive a positive clearance from the New York State Child Abuse Register. Must have own transportation.

SALARY: \$11.00 per hour, plus benefits

If you are interested in applying for the above position, you may apply in person at the Head Start Administrative Office @ 1461 Main Street or send resumes electronically to HR@bethelheadstart.org
Applications and resumes will be accepted between the Hours of 8:30 am – 3:30 pm.

DEADLINE IS FRIDAY, MARCH 19, 2010.

**APPOINTMENTS FOR INTERVIEWS WILL BE MADE BY
OUR OFFICE AT A LATER DATE.**

(NO PHONE CALLS, PLEASE)