EMPLOYER JOB ORDER FORM

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>JOB ID</th>
<th>OPEN DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landscaping &amp; Maintenance</td>
<td>18628</td>
<td>04/14/2020</td>
<td>Fremont</td>
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<tr>
<td>Technician</td>
<td></td>
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<table>
<thead>
<tr>
<th>HOURS/WEEK</th>
<th>SALARY</th>
<th>WORKDAYS</th>
<th>SHIFT/HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>$21.80 - $DOE</td>
<td>Monday-Friday</td>
<td>Varies</td>
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<table>
<thead>
<tr>
<th>REQUIRED FOR POSITION</th>
<th>REQUIRED EDUCATION</th>
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<tbody>
<tr>
<td>TB exam, Fingerprint, Other, Drug Screen, Background Check, CA ID - - Hold a current CPR-Adult certificate</td>
<td>High School Diploma/GED</td>
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JOB DESCRIPTION

Maintenance Duties:
- Maintaining all sites, including but not limited to, landscaping, gardening, plumbing, mowing, weeding, and general clean-up.
- Report all observations of needed repairs or unsafe environments to supervisor.
- Perform renovations as requested.
- Keep equipment clean and in good operating condition.
- Maintain inventory of equipment, tools and supplies.
- Set-up and clean-up of auditorium and other facilities.
- Use and maintain required safety equipment while operating all maintenance power tools.

Delivery Duties:
- Transport, deliver and store food, supplies and/or materials.
- Follow agency procedures for use of Kidango vehicles.

Agency Duties:
- Attend meetings as requested.
- All other duties as assigned by maintenance supervisor.
- Participates in activities that further one's own professional growth.
- Works as a member of the agency team by promoting the mission and philosophy of the organization.
- Maintains confidentiality of children, families and staff.

3 TO 5 KEY SKILL SETS REQUIRED
- Able to lift 30 lbs. chest high.
- Basic knowledge of hand tools.
- Basic understanding of safety procedures, including use of safety equipment.
- Able to follow oral and written instructions.