



NOTICE OF VACANCY

Stark County Job & Family Services

Custodial Worker

SUMMARY

Under supervision of the Supervisor of Maintenance/Housekeeping and/or Program Administrator, responsible to maintain, clean and service all SCJFS leased or owned properties by performing the following duties as directed.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: *(The functions listed below are intended to depict general job assignments, abilities and responsibilities required of this position. Other duties as assigned.)*

Performs general housekeeping services in hallways, stairs, office spaces (e.g., sweeping, mopping, dusting, floor waxing, stripping and polishing, scrub and spot cleaning of carpets, vacuuming, cleaning appliances, washes windows, walls, and baseboards, washes and polishes furniture, cleans upholstery and fabric partitions, heating and cooling vents and other tasks, as assigned).

Performs insect control services.

Cleans, sanitizes and disinfects restrooms (e.g., toilet bowls, fixtures, mirrors, counters, and walls), maintains supply levels.

Empties large trash and garbage containers in common areas. Loads and disposes of trash as needed.

Cleans and maintains office and maintenance equipment. Reports equipment repair needs to supervisor and/or Program Administrator. Performs minor repairs to office and maintenance equipment.

Maintains buildings, performing minor and routine tasks (e.g., replaces lighting/fixtures, painting, plumbing, repairs/paints interior walls and stairwells, moves furniture and office equipment, builds and/or re-builds offices and cubicles) performs related building services.

Sets up, takes down, and moves equipment and furniture for Agency functions.

Unloads shipments of office supplies, equipment, etc. Delivers office supplies to assigned areas. May travel to and/or drive agency vehicle to local sites.

Performs leaf pick-up services and other outside cleaning services, including refuse and litter.

Organizes and maintains storage areas.

Notifies Supervisor and/or Program Administrator concerning need for additional supplies, major repairs needing vendor services for lighting, heating, ventilation equipment, elevators, etc.

Cleans snow and debris from sidewalk.

Maintain safe work environment and uses caution signs as needed.

Wears appropriate uniform and maintains neat/clean appearance.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

QUALIFICATION REQUIREMENTS:

To perform this job satisfactorily, the employee must be able to perform each essential function satisfactorily. The requirements and duties lists are representative of the knowledge, skill and ability required. Reasonable accommodations may be made for individuals with disabilities.

EDUCATION AND/OR EXPERIENCE:

High School Diploma or GED equivalent required.

CERTIFICATES OR LICENSES:

None required.

EQUIPMENT OPERATED REQUIRED:

The following are examples only of equipment routinely used and are not intended to be all inclusive: Must be able to safely operate hand and power tools, fire extinguishers, lawn mowers, snow removal equipment, vacuum cleaners, and related custodial equipment.

OTHER SKILLS AND ABILITIES:

Must be able to operate equipment to perform duties identified above. Must possess valid State of Ohio Driver's License and current auto insurance at all times.

To apply, please access the agency's website at www.starkjfs.org An online application can be found under the Careers link. Applicants have the ability to upload a letter of interest and current resume.

We are an equal opportunity employer that does not discriminate based upon sex, race, creed, color, age, national origin or disability. Applicants may request reasonable accommodations to participate in the interview process.

NO PHONE CALLS WILL BE ACCEPTED