

MORROW COUNTY BOARD OF DD
CUSTODIAL/MAINTENANCE WORKER – Full Time
Class 4211 Custodial Worker

Scope and Function: Under general supervision of the Compliance & Administrative Services Manager performs duties to clean and provide care of buildings, grounds, furniture and fixtures. Perform all tasks as a 'typical peer' worker, displaying good practices for Individuals performing custodial duties, reporting all variances to supervisor. May perform unskilled maintenance or assist with semi-skilled maintenance when needed.

Primary Responsibilities:

% of Time

- 70% Performs general custodial tasks and routine functions, such as: sweeps, mops, and buffs floors, vacuum and spot clean carpets; cleans sinks, toilets, counters, and walls; dusts and cleans furniture and fixtures, including lights; cleans glass and mirrors; cleans and empties trash receptacles; replenishes soap, paper towels and toilet paper, and reports need for equipment repair and cleaning supplies; reports evidence of illegal entry and theft of property; performs general cleaning and care of grounds, such as removing litter and sweeping sidewalks, power washing mats and other items, and other similar duties as assigned. Assists with security of buildings, which may involve weekend and after hours checks.
- 25% Performs miscellaneous related duties, which may include: strips/waxes, polishes and renews floor surfaces; snow removal on walks and spreading salt; performs unskilled maintenance or assists with semi-skilled maintenance when needed, which may include changing filters and light bulbs, building and grounds routine inspections, grounds keeping, replacing ceiling tiles, patching holes, painting, and similar duties; completes inventory of supplies and reports need for cleaning supplies, restocking emergency kits; performs required documentation/record keeping as required, which may include daily readings on utilities.
- 5% Other related duties as assigned by the Superintendent.

Primary Working Relationships:

1. Maintenance Superintendent
2. Superintendent and Agency Administration
3. County board staff
4. Other agencies' (building users) staff
5. General public

Qualifications:

1. Knowledge of cleaning practices and procedures and good working knowledge of an demonstrated skills in a wide range of custodial skills
2. Skill in operating cleaning equipment and tools
3. Possessing physical capacity to perform a wide variety of custodial duties
4. Recognize safety warnings and strong commitment to safety, including the proper use of personal protective equipment
5. Successfully pass criminal background checks
6. High School diploma or G.E.D.
7. Be at least 18 years of age, or older

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CUSTODIAN

8. Valid First Aid/CPR certificate, or willingness to obtain.
9. Ability to maintain accurate records, follow directions and solve problems.
10. Have no felony conviction(s) and maintain clean driving record (in accordance with policies of the Morrow County Board of DD)
11. Possess or be willing to obtain certification as Registered Adult Services worker from the Morrow County Board of DD, as required

Desired Personal Dimensions:

1. Commitment to the Agency's Mission, Vision and Philosophical statements
2. Experience in working with individuals with disabilities
3. Experience in unskilled or semi-skilled maintenance
4. Good oral/written communication and listening skills
5. Good judgment/decision-making/problem-solving skills – works and communicates with others in a polite, courteous and cooperative manner
6. Displays a high level of initiative, effort and commitment towards completing work efficiently, working with minimal supervision. Demonstrates responsible behavior and attention to detail
7. Displays high standards of ethical conduct, exhibiting honesty and integrity. Refrains from theft-related, dishonest or unethical behavior
8. Responds appropriately to supervision, making an effort to follow policy and cooperate with others
9. Tolerance for Stress/Adaptability/Resilience/Reliability
10. Encourages and facilitates cooperation, pride, trust and fosters commitment and team spirit

Unusual Working Conditions:

1. May be exposed to contagious diseases.
2. May be exposed to maladaptive behaviors which may be potentially harmful
3. May be exposed to hazardous materials/chemicals/solutions
4. Must be physically capable to lift, carry, and move individuals, including children, adolescents, and/or adults in a safe manner
5. Must be physically capable to lift, carry, and move equipment, in compliance with training
6. May be faced with situation(s) requiring current skills in First Aid and CPR
7. Schedule could vary and include evening and weekend hours
8. Ability to independently travel to various external work sites

This position description is not intended to be complete and detailed description of your job.

Employee's signature indicates this document
has been read and understood.

Date

Superintendent

Date

Working conditions may exist that are not such as normally exist in the occupation of a public employee. These conditions may include: exposure to blood-borne pathogens, communicable diseases, potential infectious materials, hazardous chemicals and/or maladaptive behavior. The Morrow County Board of DD supports the full intent and goals of equal employment opportunity and ensures that all employees and applicants will be afforded equal opportunities for appointment, promotion, training, career advancement and recognition without regard to race, color, religion, sex (pregnancy, gender identity and sexual orientation), national origin, age (40 and older), disability, genetic information and retaliation.