



POSITION AVAILABLE:

Custodial Worker

POSTING DATE: Tuesday, August 10, 2021
DEADLINE TO APPLY: Tuesday, August 24, 2021 at 4:30 p.m.
DEPARTMENT: Job & Family Services
LOCATION: Ravenna, OH
WORKING HOURS: Monday - Friday, 8:00 a.m. - 4:30 p.m.
SALARY: \$13.30/hr.
FLSA STATUS: Classified, non-exempt

JOB OBJECTIVES:

Under the direct supervision of the Business Services Supervisor, incumbent is responsible for maintaining clean, sanitary and safe working conditions at all PCDJFS locations, moving office furniture, office equipment and agency property to on-site and off-site locations and maintaining inventory of cleaning/janitorial supplies.

MINIMUM QUALIFICATIONS:

High School Diploma or GED required. Must be able to lift 75-100 lbs. Must have a valid Ohio driver's license in accordance with County policy and motor vehicle liability insurance.

EXAMPLE OF DUTIES:

Perform necessary tasks required to maintain clean, sanitary and safe working conditions including but not limited to: sweeping and mopping floors, emptying trash/recycle/ shredding, vacuuming offices, cleaning interior windows and mirrors, cleaning doors, heat/ac vents, cleaning restrooms. Assist with plumbing installation or maintenance and carpentry functions the JFS Jobs and Conference Center location. Prepare wall surfaces at PCDJFS locations to include but not limited to: removing and installing drywall (JFS Jobs and Conference Center location only), plastering, painting and wallpapering, as needed. Carry out a painting schedule of all JFS county buildings. Work with Work Experience Participants (WEP) and Community Service Workers to accomplish daily tasks. Stock supplies and maintains agency copy paper storage areas for all JFS buildings. Carry copy paper and water from dock area to main storage areas. Maintain inventory of cleaning/janitorial products and supplies. Transport and deliver general office supplies, mail and/or master case files to all JFS offices, when necessary. Distribute agency supplies to departments as needed. Assists in the JFS document shredding process

For full job description, click [HERE](#)

HOW TO APPLY:

- THE COUNTY APPLICATION FORM IS REQUIRED WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS, RESUMES & COVER LETTERS CAN BE FAXED, EMAILED OR MAILED:

PORTAGE COUNTY HUMAN RESOURCES
449 S. MERIDIAN STREET, 7th Floor
RAVENNA, OHIO 44266

EMAIL: HRD@PORTAGECO.COM / FAX: 330-298-4225

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)