

FULL-TIME CUSTODIAL WORKER (JANITOR)

Evening shift Monday – Friday 4:00 p.m. to 12:00 midnight
Total 40 hours per week.

EDUCATION/EXPERIENCE/CERTIFICATION: High School Diploma or GED, Valid Ohio driver's license. One year previous experience preferred but not required. Background check and drug testing will be performed at time of hire.

JOB REQUIREMENTS: able to operate hand implements (brooms, pails, rags, mops, etc.) to sweep and mop floors, vacuum carpets, wash walls, woodwork and windows, dust furniture, and remove and dispose of trash; clean and sanitize restroom facilities.

KNOWLEDGE OF: equipment, methods and materials used in custodial services, departmental safety, routine building maintenance practices and procedures and routine grounds maintenance activities.

SKILLED IN: operating hand tools and related implements.

ABILITY TO: follow basic instructions; perform routine manual labor tasks; effectively work alone or with others; interpret warning labels and cleaning product instructions.

SALARY RANGE: \$16.00 per hour.

Resumes will be accepted by mail, fax or email until 4:30 p.m., November 7, 2025.

Send to: Brad Cosenza, Ross County Administrator
2 N. Paint Street, Suite H,
Chillicothe, Ohio 45601

Fax: 740 774-1602

Email to: bradcosenza@rosscountyohio.gov

PLEASE NO PHONE CALLS !!!!!!!

A full description of the position is also posted on the Ross County Commissioners website which may be accessed at: <http://www.rosscountycommissioners.com> Once you have entered to web site, go to the Ross County Commissioners and click on "Job Postings."

ROSS COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

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Agency:	Board of Commissioners	Employee Name:
Position Title:	Custodial Worker	Class Title:
Position Number:		Class Number:
Dept./Div.:	Custodial Services	Civil Service Status:
Reports to:		Employment Status:
Pos. # of Supvr.:		

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 35% (1) Operates hand implements (e.g., brooms, pails, rags, mops, etc.) to sweep and mop floors, vacuum carpets, wash walls, woodwork, and windows, dust furniture, remove trash, empty ashtrays, etc.; operates buffer to strip and wax floors, etc.
- 35% (2) Cleans and sanitizes restroom facilities (e.g., cleans toilets, sinks, mirrors, and walls; mops floors; restocks paper products).
- 15% (3) Performs routine building maintenance duties (e.g., replaces light bulbs, moves furniture, etc.).
- 15% (4) Performs various grounds maintenance activities (e.g., mows grass, shovels snow, removes weeds, waters plants, removes trash and debris, etc.).
- (5) Maintains valid Ohio driver's license.
- (6) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- (7) Performs other related duties as required.

POSITIONS SUPERVISED:

None

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

060795clsCO

Date Revised:

Columbus, OH 43235

pdrssbc.cus

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Reports to:		Employment Status:
Pos. # of Supvr.:		

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: equipment, methods, and materials used in custodial services;* departmental safety practices and procedures;* routine building maintenance practices and procedures;* routine grounds maintenance activities.*

Skill in: operating hand tools and related implements.

Ability to: follow basic instructions; perform routine manual labor tasks; effectively work alone or with others; interpret warning labels and cleaning product instructions. Ability to lift between 25-30 lbs.

EQUIPMENT OPERATED:

Hand tools and related implements.

HAZARDOUS AND PHYSICALLY DEMANDING WORK CONDITIONS INHERENT IN THIS POSITION:

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge, and abilities listed above. An example of an acceptable qualification for this position is:

Ability to use hand implements, vacuum cleaner, and floor buffer/scrubber; ability to interpret warning labels and basic product instructions.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license.

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Agency: Board of Commissioners
Position Title: Custodial Worker
Position Number:
Dept./Div.: Custodial Services
Reports to:
Pos. # of Supvr.:

Employee Name:
Class Title:
Class Number:
Civil Service Status:
Employment Status:

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

Date Adopted:

Date Revised:

Developed by:

Clemanis, Nelson & Associates, Inc.

Columbus, OH 43235

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