



## POSITION ANNOUNCEMENT

### Custodian

Applications are being accepted for a Custodian position. This position is responsible for specialized and routine cleaning and maintaining the college's buildings, classrooms, restrooms, labs and offices to ensure the safety, health, and welfare of the students, faculty, staff and the general public.

Normal Weekly Hours: Full time 40 for 12 months per year. Work hours between 5:00 a.m. - 10:00 p.m. Hours will vary due to operational situations. Custodial coverage of the college is needed until 10:00 p.m. Monday – Friday or variable according to class schedules as determined at the start of each semester.

#### DESIRED MINIMUM QUALIFICATIONS

*Education and Experience:*

- High School graduate or GED required.
- Previous custodial experience preferred.

*Necessary Knowledge, Skills, and Abilities:*

- Be able to read and understand SDS sheets.

In accordance with the School Support Personnel Agreement, this positions starting salary is \$21,840. A complete job description is attached.

Interested candidates should submit an application, cover letter, and updated resume in Word or PDF format, to [careers@northweststate.edu](mailto:careers@northweststate.edu) using subject line "Custodian."

*For a complete listing of current Employment Opportunities, visit [www.northweststate.edu](http://www.northweststate.edu) and click on "Careers at NSCC."*

Office of Human Resources  
Northwest State Community College  
22600 State Route 34  
Arcbhold, OH 43502  
EOE M/F/D/V

Northwest State Community College is an Equal Opportunity Employer and educator that does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services. In accordance with the Americans with Disabilities Act, it is the policy of Northwest State Community College to provide reasonable accommodations to persons with disabilities. When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the Human Resources office at the time he/she is contacted so that proper arrangements can be made for the interview.

Posted: 3/22/2019 – 3/29/2019



**POSITION TITLE:** Custodian  
**DEPARTMENT:** Facilities  
**SUPERVISOR:** Working Supervisor - Custodial  
**GRADE LEVEL:** Support

Normal Weekly Hours: Full time 40 for 12 months per year. Work hours between 5:00 a.m. - 10:00 p.m. Hours will vary due to operational situations. Custodial coverage of the college is needed until 10:00 p.m. Monday – Friday or variable according to class schedules as determined at the start of each semester

### **GENERAL PURPOSE**

Responsible for specialized and routine cleaning and maintaining the college's buildings, classrooms, restrooms, labs and offices to ensure the safety, health, and welfare of the students, faculty, staff and the general public.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Routinely cleans lobbies, offices, corridors, elevators, stairways, classrooms, entrances, and restrooms.
2. Provides detailed cleaning consisting of total wipe down of all areas, power scrubbing all resilient floors; carpet and rug vacuuming and spot cleaning carpets as needed; window washing; dusting of furniture and equipment, thoroughly cleaning restrooms, and other cleaning as deemed necessary.
3. Occasionally assist in event set-ups and tear downs for college and community functions.
4. Run and maintain power equipment for cleaning the College facilities using proper cleaning techniques.
5. Continually update supervisor regarding existing and potential maintenance concerns as noticed.
6. Salt & shovel entrances & walks when necessary.
7. Create and maintain a safe and secure work environment.
8. Other similar duties as assigned.

### **QUALIFICATIONS**

#### *Education and Experience:*

- High School graduate or GED required.
- Previous custodial experience preferred.

#### *Necessary Knowledge, Skills, and Abilities:*

- Be able to read and understand SDS sheets.

### **SUPERVISION EXERCISED**

None

**RESPONSIBILITY FOR PUBLIC CONTACT**

Daily contact with customers and guests of the college.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.