

## **NOTICE OF AVAILABLE POSITION**

**POSITION TITLE:** Custodial Worker

**SALARY RANGE:** \$13.93 - \$21.34

**POSITION**

**DESCRIPTION:** To provide a safe and clean environment for the people served, the community and Board employees. All buildings operated by the Allen County Board of DD (Board).

**DUTIES:**

1. Perform maintenance and custodial duties in the care of buildings and grounds for a clean and safe environment.
2. Maintain cleanliness and sanitation of assigned areas.
3. Perform minor maintenance of facilities.
4. Clean and Sanitize vehicles.
5. Secure buildings when necessary.
6. Report major maintenance concerns to Maintenance Foreman.
7. Clean sidewalks and parking areas of snow and ice.
8. Participates in training and educational opportunities both at the agency and through other sources, including all statewide opportunities.

**RESPONSIBLE TO:** Maintenance Foreman

**HOURS:** 2:00 p.m. to 10:00 p.m., Monday through Friday

**QUALIFICATIONS:**

1. Minimum high school diploma or equivalent.
2. Must have minimum of 3 months custodial experience.
3. Have knowledge of and experience in operating industrial cleaning equipment, i.e.: buffer, scrubber, wet/dry vacuum, carpet extractor.
4. Knowledge and experience in the safe handling of chemicals and cleaning supplies. Knowledge of Occupational Safety and Health Administration (OSHA) Rules and Regulations regarding custodial duties.
5. Knowledge of environment guidelines as per health code.
6. Must have the academic skills necessary to achieve acceptable scores on the Skills Ability Tests.
7. Knowledge and experience in performing minor equipment and facility repairs, i.e.: electrical, plumbing, etc.
8. Have knowledge of and ability to operate outdoor yard/snow equipment, i.e.: push mower, weed eater, hedge trimmer, snow-blower, yard tractor.
9. Must maintain a valid driver's license with a record that is acceptable by the agency's insurance carrier as verified by an annual driver's abstract.
10. Must provide proof of liability insurance on personal vehicles.
11. Must have annual in-service training of safety procedures.

**CONTACT:** Jana McVetta, Director of Human Resources and Community Engagement  
Allen County Board of Developmental Disabilities  
2500 Ada Road  
Lima, OH 45801  
(419) 221-1385, Ext. 1290

**DATE POSTED:** March 7, 2025

**FINAL DATE FOR ACCEPTING  
ACCEPTING APPLICATIONS:** Until position filled

**\*\*APPLICATION / TRANSFER PROCEDURE**

Persons presently employed by this agency must submit an *Application for Internal Job Posting*.

Persons not employed with this agency, please submit an Application for Employment and/or resume and cover letter to: Human Resource Department, Allen County Board of Developmental Disabilities, 2500 Ada Road, Lima, OH 45801 or [hr@acbdd.org](mailto:hr@acbdd.org).

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