

NOTICE OF AVAILABLE POSITION

POSITION TITLE: Custodial Worker – Part time
(Monday, Wednesday, Friday evenings - 12 hours per week)

SALARY RANGE: \$13.93 – \$21.34 (based on experience)

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

DUTIES:

- 1.) Perform maintenance and custodial duties in the care of buildings and grounds for a clean and safe environment while covering for a full-time custodian.
- 2.) Deep clean and sanitize specific offices and areas of buildings as assigned.
- 3.) Clean and Sanitize vehicles according to regular schedule.
- 4.) Other duties as may be assigned.
- 5.) Clean sidewalks and parking areas of snow and ice.
- 6.) Participates in training and educational opportunities both at the agency and through other sources, including all statewide opportunities.

RESPONSIBLE TO: Maintenance Foreman

HOURS: Hours will be Monday, Wednesday, and Friday evenings – 12 hours per week. However, may have the opportunity for more hours some weeks.

QUALIFICATIONS: Minimum high school diploma or equivalent

Must have minimum of 3 months' custodial experience

Have knowledge of and experience in operating industrial cleaning equipment, i.e.: buffer, scrubber, wet/dry vacuum, carpet extractor.

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.

Knowledge of environment guidelines as per health code.

Knowledge and experience in performing minor equipment and facility repairs, i.e.: electrical, plumbing, etc.
Operation of sanitizing machine and other indoor equipment.

Have knowledge of and ability to operate outdoor yard/snow equipment, i.e.: push mower, weed eater, hedge trimmer, snow-blower, yard tractor.

A valid Ohio driver's license is required, must maintain a driving record that is acceptable by the agency's insurance carrier as verified by an annual driver's abstract.

Must have annual in-service training of safety procedures.

Must provide proof of liability insurance on personal vehicles.

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

DATE POSTED: April 10, 2025

**FINAL DATE FOR ACCEPTING
ACCEPTING APPLICATIONS:** Until 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.

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