

CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

POSITION DESCRIPTION: Custodian

REPORTS TO: Financial Operations Manager

HOURS: 6:30 AM – 2:30 PM (40 hours weekly)
8:30 AM – 4:30 PM (40 hours weekly)

SALARY RANGE: \$33,990 -- \$ 44,187

STATUS: Classified; Non-Exempt

BENEFITS PACKAGE: Health insurance, vision, dental, life insurance, retirement plan (OPERS), generous paid time off (12 holidays, 10 vacation days, 15 sick days, 3 personal days, birthday), longevity incentives, tuition reimbursement, gym membership reimbursement.

RESPONSIBILITIES:

The Custodians will be responsible for the daily upkeep of the Cuyahoga County Veterans Service Commission main office location.

Responsibilities for Custodian:

- Keeps building and property in clean and orderly condition.
 - Performs routine maintenance activities.
 - Performs heavy cleaning duties.
 - Sweeps, mops, scrubs, or vacuums floors.
 - Gathers and empties trash.
 - Scrubs, sanitizes, and supplies restroom facilities.
 - Dusts furniture, walls, and equipment.
 - Cleans windows, mirrors, and partitions with soap and other cleansers.
 - Mixes cleaning solutions and chemicals in containers in preparation for cleaning, according to instructions.
 - Follows procedures for the use of chemical cleaners and power machinery to prevent damage to floors and fixtures.
 - Cleans and polishes fixtures and furniture.
 - Shampoos or steam-cleans carpets and rugs.
 - Cleans and polishes furniture and fixtures.
 - Notifies managers regarding the need for repairs or additions to building operating systems.
 - Notifies manager of cleaning supply needs to maintain adequate inventory.
- **Note: Other duties and responsibilities may be assigned to this position at the discretion of the Executive Director. Activities defined in the above position description do not preclude or exempt the employee from performing other related or non-related duties as may be required to maintain an effectively functioning office.**

**CUYAHOGA COUNTY VETERANS SERVICE COMMISSION (CCVSC)
ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY**

The Cuyahoga County Veterans Service Commission is seeking candidates for the position of Custodian.

Jon Reiss, Executive Director
Cuyahoga County Veterans Service Commission
1849 Prospect Ave., Suite 150
Cleveland, Ohio 44115

The application portfolio shall consist of: cover letter; detailed resume; certified copies of all military discharges (DD-214); salary expectations; names & addresses of three (3) professional references.

Application deadline: 12/15/2023

OR

SALARY: Negotiable based on experience

QUALIFICATIONS:

- PREFERRED: U.S. military veteran's classification as defined by O.R.C. Title 59
- High school diploma or equivalent
- Basic math skills
- Knowledge of standard cleaning methods and procedures
- Ability to stand, walk, and bend for many hours
- Ability to perform repetitive motion for long periods of time
- Experience with using cleaning equipment, including vacuum cleaners, floor buffers, and cleaning solutions
- Background in handling, mixing, and using cleaning chemicals.
- Knowledge of occupational hazards safety rules
- Communication skills
- Ability to lift heavy objects, climb ladders and work at particular heights.
- Must pass required background investigation and drug/alcohol abuse evaluation.