

Southern Ohio Council of Governments
POSITION DESCRIPTION

Title: Custodial Worker (Brown Co. 5 hours per week)

Requirements:

Ability to work cooperatively with Brown County Board of DD employees; ability to maintain confidentiality when encountering information regarding staff and individuals enrolled; ability to maintain good rapport with staff, individuals enrolled, families, and visitors. Knowledge of safety practices and procedures; ability to follow directions; ability to perform physical labor; ability to use custodial equipment customarily used in job; ability to climb ladders; and ability to prioritize and organize tasks. Expected to work as a team member.

Duties: Responsible for the general cleanliness and housekeeping of the Brown County Board of DD office. The person in this position will be responsible for cleaning, light maintenance, moving equipment, furniture and supplies. Duties to be performed shall include, but not be limited to:

- Empty waste receptacles, dispose of all waste in outside dumpster
- Dust office furniture, office equipment, and building fixtures.
- Clean and disinfect tabletops and counters, phones, door knobs, locks.
- Dust and damp mop all resilient floors
- Vacuum all carpeting, empty vacuum after each use
- Clean and sanitize all restrooms, kitchenette, drinking fountains, and fill all dispensers.
- Clean microwave (inside and out), wipe outside of fridge
- Clean glass windows & doors, mirrors (restroom)
- Sweep inside entrance to building
- Other duties as assigned
- Maintain an attitude and conduct of appropriate social and moral behavior as a public servant.
- Understand and practice the professional code of ethics in keeping with the confidentiality of information and materials of people.

Supervisor: On site designee

Work Time: Fridays 9:30 am – 2:30 pm

Location: Brown County Board of DD, 325 West State St, Building A, Suite 2, Georgetown OH 45121

Salary: Minimum wage

Other:

- Bureau of Criminal Investigation background check required
- Medical examination and drug screening required upon offer of employment