

## **NOTICE OF AVAILABLE POSITION**

**POSITION TITLE:** Substitute Custodial Worker

**SALARY RANGE:** \$13.00

**DUTIES:** 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)

Perform maintenance and custodial duties in the care of buildings and grounds for a clean and safe environment.

Maintain cleanliness and sanitation of assigned areas.

Perform minor maintenance of facilities.

Clean and Sanitize vehicles

Clean sidewalks of snow and ice.

Secure buildings when necessary.

Report major maintenance concerns to Building Maintenance Foreman.

Participates in training and educational opportunities both at the agency and through other sources, including all statewide opportunities.

**RESPONSIBLE TO:** Maintenance Foreman

**HOURS:** Flexible – Hours vary. Must be available to work evenings.

**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.

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:** Christine Calvelage, Human Resources Director  
Allen County Board of Developmental Disabilities  
2500 Ada Road  
Lima, OH 45801  
(419) 221-1385, Ext. 1247

**DATE POSTED:** July 13, 2021

**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](mailto:hr@acbdd.org).

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