

WAYNE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES

356 WEST NORTH STREET

P.O. BOX 76

WOOSTER, OH 44691

County Commissioners

RON AMSTUTZ
REBECCA S. FOSTER
SUE A. SMAIL

Director

RICHARD A. OWENS
Phone 330-287-5800
Fax 330-287-5899
Toll Free 1-877-612-5800

EMPLOYMENT OPPORTUNITY

A VACANCY EXISTS FOR AN

Custodial Worker

**IF YOU ARE INTERESTED IN THIS POSITION, PLEASE SUBMIT A
RESUME NO LATER THAN 4:30 p.m. on Friday, May 10, 2021.**

RATE OF PAY: \$ 11.94

DATE POSTED: April 22, 2021

**Duties and qualifications are described on the attached
Position Description and Essential Function Statement.**

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**Please submit Resume to:**

**WCDJFS, Attn: Business Administrator, P. O. Box 76, Wooster, OH 44691**

**OR hand deliver to WCDJFS, 356 W. North Street, Wooster, OH 44691**

**Wayne County is an Equal Opportunity Employer**

**POSITION DESCRIPTION**

**OHIO DEPT. OF ADMINISTRATIVE SERVICES PERSONNEL DIVISION**

**AGENCY: WAYNE COUNTY DEPT. OF JOB AND FAMILY SERVICES**  
**UNIT: CUSTODIAL**

State Agency  County Agency  New Position  Change COUNTY OF EMPLOYMENT: WAYNE

USUAL WORKING TITLE OF POSITION: **CUSTODIAL WORKER** POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: **12000.00 BUSINESS ADMINISTRATOR**

NORMAL WORKING HOURS: **Noon to 8:30 p.m. (Monday through Friday)**

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

| %  | Job Duties in order of importance                                                                                                                                           | Minimum Acceptable Characteristics                                                                                                                                                                                  |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 70 | <u>Performs janitorial duties such as cleaning and waxing floors; vacuuming and cleaning carpets; cleaning walls, doors and jambs, windows and sills; cleans restrooms.</u> | Knowledge of office practices and procedures regarding janitorial functions; safety practices; cleaning equipment (vacuum, buffer, etc.) Ability to operate cleaning equipment and physically perform manual labor. |
| 20 | <u>Replaces overhead ceiling light bulbs; gathers trash and takes to dumpster; moves furniture and cartons, etc.</u>                                                        | Knowledge of safety practices. Ability to exert considerable to heavy physical effort and physically perform manual labor; lift in excess of 50 pounds.                                                             |
| 10 | <u>Mows grass, weeds, trim bushes and mulches shrubs; may be required to remove snow and ice from walkways.</u><br><br><u>Other duties as assigned.</u>                     | Ability to do basic landscaping maintenance.                                                                                                                                                                        |

List Position Numbers and Class Titles of positions directly supervised.  
  
EEO CLASS 08 - CLASSIFIED

SIGNATURE OF AGENCY REPRESENTATIVE  
  
Richard Owens, Director

DATE  
  
07.23.20

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## ADDENDUM TO POSITION DESCRIPTION

**Classification:** CUSTODIAL WORKER

**PCN:** 15001.0

A. **ESSENTIAL FUNCTIONS** for purposes of 42 USC 12101 and OAC 4112-5-08:

1. Cleans and waxes floor tile; vacuums and cleans carpets; cleans walls, doors and jambs, windows and sills and furniture.
2. Cleans restrooms and restroom fixtures.
3. Takes proper precautions in cleaning due to possible exposure to bacteria/viruses, blood and other bodily wastes.
4. Replaces light bulbs including overhead fixtures.
5. Moves and arranges furniture, cartons, etc. lifting in excess of 50 pounds.
6. Gathers trash and removes to dumpster.
7. Mows grass, trims and mulches bushes and weeds.
8. Accomplishes all duties observing proper and safe use of materials and equipment.
9. Demonstrates regular, punctual and predictable attendance.
10. Accomplishes duties in a timely manner.
11. Cooperates with the public and co-workers in a courteous manner.
12. Performs related duties as assigned.

**APPROVED:**

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Richard Owens, Director

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Date

REVISED 07.30.2020