



North Central State  
COLLEGE

# Position Announcement

Posted: 6/12/22

## Custodian Kehoe Center, Shelby, Ohio 2<sup>nd</sup> or 3<sup>rd</sup> Shift

North Central State College is accepting resumes for a full-time Custodian. The Custodian will clean according to established daily, weekly and monthly routines and schedules, or as needed.

*Essential duties/responsibilities include but are not limited to the following:*

### Custodial

- Maintain floor surfaces and coverings by using manual or power equipment (e.g., buffers, shampooers, vacuums) and cleaning solutions to sweep, mop, vacuum, scrub, strip, wax and polish floors and carpets
- Wipe walls, doors, windows, air vents, mirrors, whiteboards, and other surfaces with cleaning solutions to remove dirt and maintain surfaces
- Dust and wax furniture and shampoo upholstered furniture using manual or power equipment and cleaning and polishing solutions
- Apply cleaning solutions to sanitize restrooms and clean sinks, toilets, urinals, soap and towel dispensers
- Empty, clean and sanitize waste containers and properly dispose of contents
- Mix water and detergents in containers to prepare cleaning solutions, according to specifications
- Clean light fixtures
- Replenish supplies in restrooms and other areas as directed
- Move and arrange furniture and equipment after cleaning or in response to room set-up requests
- Inspect fire exits in assigned area and remove trash or other obstacles to maintain a clean and clear exit route
- Observe and report needed repairs, unsafe conditions, unusual occurrences, breaches of security and vandalism
- Open and close the facilities for special activities
- Maintain a clean and orderly supply closet, and report supply needs to the supervisor
- Maintain assigned equipment and report malfunctions or need for repairs to supervisor
- Perform other related duties as assigned

### **Required Qualifications:**

- **Education:** High school diploma or GED
- **Experience:** Previous custodial experience is preferred.

Please express your interest in this position by submitting a letter of application and resume to:

[www.ncstatecollege.edu](http://www.ncstatecollege.edu), Click on *Jobs* then [jobs@ncstatecollege.edu](mailto:jobs@ncstatecollege.edu)

or send to:

**NORTH CENTRAL STATE COLLEGE**  
Attention: Human Resources  
2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed beginning 6/20/22 and until filled

*North Central State College is an Equal Employment Opportunity institution. We value campus diversity and demonstrate this in campus initiatives. We particularly encourage members of historically under-represented groups to apply.*