

3rd Shift Custodian

Kehoe Center, Shelby, Ohio

7:30 PM, Monday – 6 AM, Tuesday
 7:30 PM, Tuesday – 6 AM, Wednesday
 7:30 PM, Wednesdays – 6 AM, Thursday
 7:30 PM, Thursday – 6 AM, Friday

The NCSC custodial team plays a vital role in creating a clean, safe, and welcoming campus for students, employees, and visitors. This position is ideal for someone who takes pride in their work, values consistency, and enjoys contributing to a positive learning and working environment through high-quality facility care.

What You'll Do:

You'll help maintain the Kehoe Center by following established daily, weekly, and monthly cleaning routines, as well as responding to special needs as they arise. Your work ensures that classrooms, offices, and common areas remain safe, sanitary, and ready to support learning, work, and events.

Key Responsibilities (including but not limited to):

- Maintain floor surfaces and coverings using manual and power equipment (e.g., buffers, shampooers, vacuums, extractors) to sweep, mop, scrub, strip, wax, polish, and shampoo floors and carpets
- Clean and sanitize classrooms, offices, restrooms, and common areas, including walls, doors, windows, air vents, mirrors, whiteboards, and fixtures
- Dust, wax, and polish furniture; shampoo upholstered furniture as needed
- Thoroughly clean and disinfect restrooms, including sinks, toilets, urinals, and dispensers; replenish supplies as needed
- Empty, clean, and sanitize waste and recycling containers and properly dispose of contents
- Prepare and use cleaning solutions safely according to specifications
- Clean light fixtures and other detailed or high areas as assigned
- Move and arrange furniture and equipment for room setups, events, and daily operations
- Inspect fire exits to ensure they are clean, clear, and free of obstructions
- Secure facilities by locking doors and windows as directed
- Observe and report maintenance needs, unsafe conditions, vandalism, or security concerns
- Maintain a clean, organized supply closet and notify the supervisor of supply needs
- Care for assigned equipment and report malfunctions or repair needs promptly
- Perform other related duties as assigned

What We're Looking For (Education/Experience):

- High school diploma or GED
- Previous custodial or facilities maintenance experience preferred
- Ability to work independently, manage time effectively, and follow established routines
- Attention to detail and a commitment to cleanliness and safety
- Physical ability to perform custodial duties, including standing, lifting, bending, and moving equipment
- Reliable, dependable, and able to work assigned schedules

Why You'll Love Working Here:

You'll be part of a supportive, mission-driven campus community where your work truly matters. In this role, you'll help create clean, safe, and welcoming spaces for students, employees, and visitors every day. You'll work alongside a dedicated facilities team and campus colleagues who value teamwork, reliability, and pride in maintaining an environment that supports learning and campus life.

We offer a competitive salary, excellent benefits, opportunities for professional growth, that includes:

- Competitive pay
- Medical, dental, and vision insurance with low deductibles
- Employer contributions to retirement (14% for SERS, 10.15% for ARP)
- College-paid life and long-term disability insurance
- Generous time off:
 - 80 hours vacation to start (to a max of 160 hours)
 - 120 hours of sick time/year
 - 16 hours of personal time/year
 - 12 holidays + 2 additional College-paid days/year
- Free tuition at NCSC for employees, spouses, and dependents
- Tuition reimbursement for education outside NCSC

Application Review Begins: January 26, 2026

Position open until filled
 (Posted January 12, 2026)

Ready to Join Us?

Submit your resume and cover letter at:

👉 www.ncstatecollege.edu/jobs

Or send to:

North Central State College
 Attn: Human Resources
 2441 Kenwood Circle
 Mansfield, OH 44906