



North Central State
COLLEGE

Position Announcement

Posted: 3/16/20

Custodian (2)

Mon. – Fri., 5:00 AM – 10:00 AM (Main Campus)

Mon. – Fri., 4:30 PM – 10:00 PM (Kehoe Center, Shelby)

North Central State College is accepting resumes for a part-time Custodian. The Custodian will clean assigned buildings 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, hall machines, extractors) and cleaning solutions to sweep, mop, vacuum, scrub, strip, wax and polish floors and carpets
- Wipe walls, doors, windows, air vents, mirrors, chalkboards, 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 or acids 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
- Lock doors and windows as directed. 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, Click on *Jobs* then jobs@ncstatecollege.edu

or send to

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

Resumes will be reviewed beginning 3/30/20 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.