

Position Announcement

Posted: March 4, 2021

Custodian

Mon. – Thurs., 9:00 PM – 4:00 AM

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, dry erase boards, and other surfaces with cleaning solutions to remove dirt and maintain surfaces
- Dust 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
- 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
- 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.
- 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 résumé 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 3/18/21 and until filled.