

# Jefferson County Committee for Economic Opportunity (JCCEO)

## JOB ANNOUNCEMENT

**JOB TITLE: CUSTODIAN**  
**REPORTS TO: ANDRE SMITH**

**JOB LOCATION: FLOAT- ALL JCCEO WORKSITES**  
**POSTING DEADLINE: 09/15/2020**

### APPLICATION INSTRUCTIONS

All qualified and interested parties should submit a resume, along with a cover letter describing the alignment of your experience with the requirements of the position.

### PREFERRED METHOD OF APPLICATION

Email all application materials via Word or PDF attachment to [RECRUITMENT@JCCEO.ORG](mailto:RECRUITMENT@JCCEO.ORG)

Please include the title of the job in the subject line.

## CUSTODIAN JOB QUALIFICATIONS

**EDUCATION:** An accredited High school diploma or GED is required. Ability to read, write, and carry out oral and written instructions.

**EXPERIENCE:** Two years of work experience in janitorial/environmental services. Must have experience in working on ladders and lifting equipment and supplies. Must have knowledge of maintaining commercial/institutional buildings and grounds. **MUST HAVE A VALID DRIVER LICENSE AND RELIABLE TRANSPORTATION.**

**ABILITIES:**

1. Ability to work cooperatively and collaboratively with other staff, parents, and others from a variety of ethnic, educational, and socio-economic backgrounds.
2. Ability to exercise discretion in the performance of assigned duties.
3. Ability to lift up to 35 lbs., repetitively required to stand; walk; climb or balance; pivot, stoop, kneel, crouch, or crawl.
4. Ability to maintain compliant Background, Physical, TB, Fingerprinting, Drug/Alcohol screening(s), First Aid/CPR, licensure, certification, and/or continuing safety education as applicable to position.

**PERSONAL ATTRIBUTES:**

Sound decision-making and problem-solving capability. Must be able to relate positively to the general public in a professional manner. Must maintain strict confidentiality. Must have strong work ethic and ability to multi-task.

**STATUS:** Non-exempt

## CUSTODIAN JOB DESCRIPTION

**RESPONSIBLE & ACCOUNTABLE TO:** Andre Smith/Center Managers

**GENERAL DESCRIPTION:** Responsible for maintaining a clean and sanitized facility and for keeping the outside, including playgrounds and surrounding areas, free of all trash and hazardous debris. Provide support

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**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands or fingers to handle objects, tools or controls; reach with arms and hands; and/or talk and hear. The employee is repetitively required to stand; walk; climb or balance; lift, pivot, stoop, kneel, crouch, or crawl. Ask for help when needed.

**SPECIFIC RESPONSIBILITIES:**

1. Strip, mop, and wax all floors.
2. Sweep and/or vacuum regularly.
3. Keep furnishings, windows, woodwork, doors, and fixtures clean, safe, operable, and presentable, including outside area. Move and store furniture as needed.
4. Empty and clean waste receptacles.
5. Clean and sanitize toilets and basins daily.
6. Perform minor repairs.
7. Replace light bulbs and ceiling tiles.
8. Report need for repairs, problems, and concerns.
9. Keep dispensers filled.
10. Keep cleaning equipment in good condition, requesting replacements when needed.
11. Set up and clear away before and after special activities in conference areas.
12. Conduct inspection of the building and ground.
13. Maintain grounds around the building and playground.
14. Attend all meetings and workshops as required.
15. Adhere to all JCCEO published policies and procedures.
16. Treat everyone with dignity and respect and model appropriate, professional behavior at all times.
17. Perform other duties as assigned.