

**POSITION:** PART TIME CUSTODIAN

**RESPONSIBLE TO:** Recreation/Parks Supervisor

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs building custodial functions and duties, to include, but not limited to, vacuuming, cleaning, buffing of floors and carpeted areas, office, and common areas, window washing.
- Perform similar or related work as situation and facility dictates.
- Takes down or sets up rooms for meetings/ rentals/ programs.
- Maintains inventory of supplies and lets Director know of supplies are needed. (Toilet paper, paper towels etc.)
- Assures facility and surrounding areas are clean and attractive.
- Notifies Director of needs for any repairs in the facility.
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**SPECIAL REQUIREMENTS**

CPR and First Aid Certification Necessary.

**BENEFITS:** Participation in Ohio Public Employees Retirement System

**SALARY:** Starting at \$13.14 per hour with a raise after 6 months.

**WORK WEEK/YEAR:** Part time, as scheduled  
Nights/Weekends as needed for clean up after facility rentals.

**APPLICATION DEADLINE:** March 23rd or until position is filled.

**SUBMIT APPLICATIONS TO:**

Village of Jefferson  
27 E Jefferson St.  
Jefferson, OH 44047