

Educational Service Center of Medina County

Job Description

Title: Janitor/Custodian

Reports To: Superintendent or Designee

Supervises: N/A

FLSA Status: NON-EXEMPT

Qualifications:

- High school diploma or equivalent
- Alternatives to the above qualifications as the Superintendent and/or Governing Board may find appropriate.
- Completes documented evidence of a clear criminal record.

Description:

Ensure the appearance and cleanliness of all office and conference areas of the ESC.

Key Functions:

Ethical and Professional Attributes and Behaviors:

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.
7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.

13. Responds quickly to directives from the Superintendent.

Essential Functions:

- Conference Rooms
 - Wash tables every day
 - Wash sink and counter every day
 - Dust shelves once/week
 - Vacuum all carpeting every day
 - Spot treat stains on carpeting when needed
- Work Room
 - Dust all shelves and tables every day
 - Vacuum all carpeting every day
- Offices
 - Dust all desks, shelves, and window sills once/week
 - Vacuum all carpeted areas once/week
- Computer Lab
 - Wash all tables once/week
 - Dust keyboards once/week
 - Vacuum all carpeting once/week

Additional Working Conditions:

1. Responsible for possession of office keys.
2. Responsible for locking offices and outside doors on a daily basis.
3. Potential exposure to blood, bodily fluids, and tissue
4. Occasional evening/weekend work
5. Occasional repetitive hand motion

Required Training:

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or needed to maintain appropriate certification/licensure for the position held.
position held, currently processed through PublicSchoolWORKS.

Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Governing Board Adopted: November 16, 2015
Revised by Governing Board: November 19, 2018