WOOD COUNTY, OHIO
POSITION DESCRIPTION

POSITION: Custodian Aide          PAY GRADE: 2
DEPARTMENT: Job and Family Services STATUS: Classified, FLSA Non-Exempt

PURPOSE OF POSITION

The purpose of this position is to maintain cleanliness and safe conditions for the facility as well as homes of eligible consumers.

ESSENTIAL FUNCTIONS

In addition to consistent and reliable attendance, the following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Refer to the Comprehensive Position Questionnaire (CPQ) for this position for percentages of time.

Performs housekeeping duties for eligible consumers including cleaning kitchen, bathroom, living room, dining room, halls, stairs, utility room, bedroom and porch; cleans, dries, folds and hangs laundry; takes out trash and recycling.

Provides indoor and outdoor manual labor to provide care and cleaning of the facility; sweeps, mops, waxes, polishes and renews floor surfaces; cleans and shampoos rugs, carpets and upholstery; cleans and stocks restrooms; cleans glass surfaces, tables, mirrors, counter tops and drinking fountains; washes window inside and outside; takes out trash; notifies maintenance of any needed repairs or damage.

Transports consumers to grocery store and medical appointments.

Maintains specialized surface and equipment on the playground; performs routine maintenance on surface and equipment; follows specific cleaning instructions for the equipment and surface; inspects and reports any damage.

Stocks and inventories supplies; initiates purchase of supplies as needed.

Maintains county vehicles including cleaning and service maintenance.

Maintain logs and documentation.

MINIMUM QUALIFICATIONS

High school diploma supplemented by six months of experience in the field or any equivalent combination of education and experience that provides the requisite knowledge, skills, and abilities for this job. Valid driver’s license preferred.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize and/or prioritize data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Ability to ability exchange information with others to obtain information or provide information within the framework of well-established procedures and standards.

Verbal Aptitude: Requires the ability to utilize reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division.
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**Functional Reasoning:** Requires the ability to carry out detailed instructions provided in written, oral, diagrammatic, or schedule form. Involves standardized or semi-routine work which requires some choice of action within limits of standard practices.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, such as a computer, cleaning equipment and general office equipment, and/or materials used in performing essential functions.

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of moderately light objects and materials.

**Sensory Requirements:** Requires the ability to visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Essential functions may involve exposure to adverse environmental conditions.

Wood County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.