



***The Mission of the Defiance County Board of Developmental Disabilities (DCBDD) is to enrich the lives and meet the needs of individuals with developmental disabilities and their community throughout their lifetime.***

**Job Title:** Substitute Custodian

**Work Location:** 195 Island Park Ave., Defiance, OH 43512

**Department:** Facilities

**Reports To:** Facilities and Transportation Manager

■ On Call, As Needed

■ Hourly

**Essential Duties and Responsibilities:**

- Responsible for daily routine, custodial duties involved in maintaining a clean building, as assigned by the Supervisor and for Custodian/Maintenance by a daily cleaning schedule. Duties include, but not limited to, scrubbing, mopping, waxing, and polishing floors; cleaning windows, fixtures, walls, toilets, restrooms, drinking fountains and furniture; snow removal and mowing lawn.
- Responsible for emptying wastebaskets; disposal of debris; receiving/distribution of maintenance supplies to various parts of the facility; maintenance of all cleaning equipment.
- Responsible for moving office/classroom furniture; setting up/taking down chairs, tables, etc., as assigned.
- Maintains adequate supply of cleaning materials/supplies and restocks as needed in coordination with Custodian/Maintenance; ensures cleaning materials/supplies are stored safely and in an orderly manner.
- Locks/unlocks assigned building(s); secures building(s) when not in use, including, but not limited to, unlocked doors and windows, reporting unauthorized occupants, turning off lights and setting alarm (s), in accordance with County Board policy/procedure.
- Safely operates all Board-owned vehicles and equipment.
- Coordinating with Custodian/Maintenance when school is not in session, working together to perform maintenance, and plumbing, grounds-keeping and special janitorial functions Including stripping and waxing floors.
- Attends and participates in various meetings, professional meetings, conferences, and inter-agency meetings, as assigned by the Superintendent.
- Other duties as appropriate and assigned by Supervisor and/or Superintendent.

**Education and/or Work Experience Requirements:**

- High school diploma or equivalent, i.e., General Equivalency Diploma (GED) preferred.
- Must be dependable with ability to assume responsibilities; possess good housekeeping habits, including but not limited to knowledge of standard cleaning procedures, chemicals, products and equipment; knowledge of workplace hazardous materials information, including location of Safety Data Sheets (SDS).
- Ability to work alone and with others in completing job assignments; ability to read and understand labels and in particularly on the use and application of cleaning chemicals and products.
- Ability to operate the following equipment.: riding lawn mower, snow blower, weed eater, hedge trimmer, sweeper, buffer, wet/dry vacuum, sump pump, small electrical tools and others.
- Ability to lift 60 pounds and climb a ladder 40 feet high.

**Minimum Qualifications and Physical Requirements:**

- Must be able to lift, carry and move office supplies, materials, and equipment required for day-to-day operations.

- Knowledge and utilization of universal precautions to prevent the spread of infectious contagious diseases along with being compliant on proper blood borne pathogens clean up procedures by OSHA standards.
- Maintains confidentiality and follows appropriate chain of command. Maintain professional ethics in keeping confidentiality of information and material in accordance with Federal I-I IPPA and FERPA laws.
- Ability to safely and successfully perform the essential job functions consistent with ADA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
- Successfully pass a physical examination and drug test after job offer.
- Obtain and maintain First Aid and CPR/AED certifications.
- Valid Driver's License to use Agency Vehicles.
- Possess or acquire knowledge of proper lifting techniques.
- Must be able to talk, listen and speak clearly on telephone.
- Bureau of Criminal Identification and Investigation (BCII), Federal Bureau of Investigation (FBI), and abuser registry clearances. Ability to access worksite(s) required.

#### **Employee Understanding and Agreement**

I understand and will perform the duties and requirements specified in this job description.

**Print Employee Name:**

**Employee Signature:**

**Date:**

Date Originated: 4/25/2024

Revised: 5/28/2024