



HOWARD COUNTY GOVERNMENT **Job Posting**

Complete an application online at
www.howardcountyin.gov

Howard County Government is an Equal Opportunity Employer

CUSTODIAN/JANITOR – KINSEY YOUTH CENTER

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This individual will be responsible to manage and document maintenance schedules. They will further assist with facility security.

This individual must be able to work independently to perform custodian duties of the Kinsey Youth Center buildings and grounds. Under the direct supervision of the Director of the Robert J. Kinsey Youth Center.

DUTIES:

- Vacuum rugs and furniture
- Dust, mop, and buff floors
- Shampoo carpets
- Clean and stock restrooms
- Inspect and stock hand sanitizer stations
- Dust furniture and large items
- Wash glass windows and doors
- Collect and dispose of internal and exterior trash
- Stock and organize janitorial supplies
- Check doors and lights for security purposes
- Replace light bulbs, dust and clean debris from lights
- Clean and dust vents and ceilings
- Paint interior and exterior of facility
- Assure water fountains remain disinfected
- Assist with mowing, weed eating, landscaping and spraying
- Power wash interior and exterior property
- Walk building and grounds to maintain and document security standards
- Inspect and report wear and damage to the Kinsey Youth Center Building and grounds
- Assist with damage repair
- Assist with snow removal and salting sidewalks
- Document maintenance of vehicle fleet
- Help clean kitchen area to meet state and local health standards

- Ensure living areas of the facility are scheduled for and undergo deep cleaning
- Learn to re-set equipment
- On call rotation with Maintenance Tech
- All other duties as assigned

SKILLS:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished with written, oral, diagram, or schedule form.

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one on one and small group situations to customers, clients, and other employees of the county.

Ability to add and subtract 2 digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

EDUCATION AND EXPERIENCE:

High school diploma or general education degree (TASC); and one to three months related experience and/or training; or equivalent combination of education and experience. Must meet all background checks required for employment at the Robert J. Kinsey Youth Center

PERSONAL WORK RELATIONSHIPS:

Ability to communicate effectively.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is frequently required to stand, walk, talk, and hear. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distance, and color as well as, the ability to adjust focus.

WORK ENVIRONMENT:

Duties are performed mostly in a standard building environment and outdoors. Employee is exposed to varying weather conditions and physical hazards normally associated with routine maintenance, grounds keeping, and use of cleaning supplies.

Submit application to no later than September 23, 2022:

Kathy Cates-Cullison
Robert J Kinsey Youth Center
701 S Berkley Rd
Kokomo, IN 46901