
Job Opportunity: Janitorial Specialist – Part Time Second Shift

POSTING DATE: 3/28/2024 – 4/18/2024
POSITION & PROGRAM: Janitorial Specialist
Business & Operations Department

POSITION SUMMARY:

Specialized work involving janitorial and related tasks to assist in the care of the buildings, grounds and equipment. This position will perform all needed janitorial and related tasks to ensure the building and grounds are clean, safe and in an acceptable working condition. Must be able to follow procedures for the safe use of chemicals and cleaning supplies. Works cooperatively and maintains a pleasant attitude with staff, individuals, family members, providers and other community contacts. Maintains confidentiality of all information.

As an employee of the Miami County Board of Developmental Disabilities (Riverside), the job incumbent shall always comply with all Board policies, and shall demonstrate respect for, support the dignity of, and observe the rights of all individuals served by the Board and demonstrate sensitivity to diverse beliefs, cultures, values and family structures.

QUALIFICATIONS:

- High school diploma or equivalent
- Experience in performing janitorial tasks
- Knowledge of janitorial practices and supplies
- Ability to lift janitorial equipment, supplies and materials
- Demonstrate ability to work effectively with minimal supervision
- Satisfactory criminal background and Abuser Registry checks
- Satisfactory pre-employment drug test
- Have reliable transportation
- Ability to work independently
- Must support Person-Centered Philosophy
- Must abide by Riverside's Code of Conduct and adopted values which can be viewed on the Riverside website at www.riversidedd.org

DUTIES:

- Maintain overall safety and cleanliness within and outside of the building.
- Monitor building security and safety by performing tasks, such as locking doors after business hours and ensuring the building is free of hazards. Must be able to report any and all problems to his/her manager.
- Must be invested in the overall mission of the organization. Must display a professional attitude and demonstrate customer service to both internal and external customers.
- Must be able to follow directions given by his/her manager and demonstrate consistent teamwork with the janitorial crew and facilities department.
- Work under the general supervision of the Lead Janitorial Specialist and the Facilities Manager. Demonstrates judgment and decision-making skills when responding to a wide variety of building janitorial situations.
- Performs any other related duties as assigned.

HOURS: Monday – Friday - Second Shift – 25 hours per week

SALARY: \$12.15/hour or higher based on experience

FLSA: Non-exempt from overtime

BENEFITS: OPERS Retirement, Sick Leave, Personal Leave, Holidays including your Birthday

TO APPLY: Please submit applications/resumes by **April 18, 2024**

Email careers@riversidedd.org

US Mail/Hand Delivery 1625 Troy Sidney Road, Troy, OH 45373

Fax 937.332.3490

A Riverside application **must** be completed.

Applications are located at www.riversidedd.org under the Careers tab.

Riverside does not discriminate in provision of services or employment on the basis of race, religion, color, national origin, gender (including pregnancy or gender identity), sexual orientation, age, veteran status, disability or any other basis covered by appropriate law.