



# VACANCY

## Ohio State School for the Blind

### Internal Candidates Only

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Exempt   | <input checked="" type="checkbox"/> Overtime Eligible        | <input checked="" type="checkbox"/> Permanent |
| <input checked="" type="checkbox"/> Non-Exempt from the Bargaining Unit | <input type="checkbox"/> Promotional Bid (Lateral Transfers) | <input checked="" type="checkbox"/> Full-Time |

**Date Posted:** January 31, 2011

**Application Deadline:** February 11, 2011

**Position Title:** Custodial Worker

**Position Control Number:** 20010717

**Vacancy Located At:** Ohio school for the Deaf/OSSB, 500 Morse Road , Columbus, OH 43214

**Working Hours:** Works according to assigned schedule and school

**Minimum Salary:** \$13.44 per hour

#### **Job Duties**

Perform custodial duties, minor repairs and assist in sanitation control and safety checks at OSD /OSSB as assigned. Ensures that assigned areas are maintained by performing cleaning and janitorial duties (e.g., dusting and polishing furniture, equipment, mirrors, and fixtures; washing windows, counters, walls, ceilings, and woodwork; sweeping, scrubbing, and waxing floors; vacuuming carpet, cleaning furniture, toilets/sinks; re-supplying restrooms; emptying trash containers, transporting materials to disposal area, replacing light bulbs, etc.). Maintains building accessibility and appearance by picking up paper and trash; removing ice and snow from entrances and sidewalks. Maintains inventory of supplies by checking stock to determine inventory levels; reporting needs to supervisor. Creates a safe work environment by maintaining safe working conditions (e.g., complying with safety procedures, rules and regulations; posting warning signs; reading directions when using cleaning products; following safety precautions when removing blood and/or handling chemicals; reporting safety hazards and cleaning deficiencies to supervisor, operating equipment according to manufacturer's operating instructions, etc.). Contributes to team effort by providing assistance to staff (e.g., moving furniture, setting up chairs, tables, stages and meeting rooms, etc.); maintaining knowledge (e.g., attending workshops and school in-services etc.).

#### **Minimum Qualifications:**

Formal education in arithmetic that includes addition & subtraction & in reading & speaking common English vocabulary.  
-Or equivalent of Minimum Class Qualifications For Employment noted above

#### **Position Specific Minimum Qualifications:**

Basic sign language skills or willingness to learn deaf and blind culture.

#### **Unusual Working Conditions:**

Exposed to chemicals in cleaning products; may be exposed to unpleasant weather conditions.

**Conditions for Employment:** Employment is contingent upon successful completion of criminal background check. The final applicant for this position will be required to submit to urinalysis prior to appointment to test for illegal drug use. An applicant with a positive test result will not be offered employment. Unless otherwise instructed, submit a separate application or resume for each job opportunity posting in which you are interested. Enter the classification and position control number (p.n.) of the position for which you are applying at the top of the front page of the application. You must demonstrate on your application how you meet the minimum qualifications for this position. Failure to do so will result in your application being screened out and you will not be granted an interview for this position.

Per the Ohio Revised Code 125.151(B), all newly hired employees will be required to sign up for direct deposit and have their compensation deposited directly to the financial institution of their choice.

**Contact:** Human Resources, 500 Morse Road, Columbus, OH 43214  
Phone: (614) 644-5968 Fax: (614) 995-7542

The Ohio Department of Education does not discriminate on the basis of race, color, religion, sex, national origin, disability (ADA), age or veteran status in employment, programs, or against individuals receiving services.