The City of Chillicothe Civil Service Commission is accepting applications to establish an eligibility list for the following positions:

CUSTODIAN
CITY SCHOOL DISTRICT

APPLICATIONS ACCEPTED: August 16th – August 30th, 2021

Applications are available on the City of Chillicothe’s website:  

EXAM DATE: September 15th, 2021 at 6:00 PM
At Chillicothe High School in the Commons Area
425 Yoctangee Pkwy, Chillicothe, OH 45601

NATURE OF WORK:
The job of Custodian is done for the purpose/s of maintaining an attractive, sanitary and safe facility; providing adequate arrangements for meetings, classroom activities and events; and minimizing property damage, loss and liability exposure.

ESSENTIAL JOB FUNCTIONS:
Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and events (i.e., regular school, community education, special events).
Cleans school facilities (i.e., classrooms, offices, multipurpose rooms, grounds, windows, restrooms, sinks, carpets, floors, garbage cans, wastebaskets, gym, cafeteria, and other areas as directed by principal or head custodian) for the purpose of maintaining a sanitary, safe and attractive environment.
Delivers variety of items (e.g., supplies, mail, packages, furniture) for the purpose of distributing the materials to the appropriate parties.
Informs principal, supervisor, other site personnel and students for the purpose of providing information regarding activities, safety and/or proper maintenance of facilities.
Secures facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at work site.
Repairs furniture, equipment and minor building damage for the purpose of ensuring that items are available and in safe working condition.
Requests equipment and supplies through the principal or supervisor for the purpose of maintaining inventory and ensuring availability of items as needed to properly maintain facilities.
Maintains ground and operates equipment as required.
Performs other duties as assigned.

REQUIRED EXPERIENCE/TRAINING:
New hires must have passed the Custodian Worker Civil Service Test and be on current eligibility list of qualified candidates.
High School Diploma or GED

A full job description is available in the Human Resources Office.

The City of Chillicothe is an Equal Opportunity Employer