

Kathy Catazaro-Perry, Mayor



PART-TIME EMPLOYMENT OPPORTUNITY

CUSTODIAL

The City of Massillon is accepting applications for part time **janitorial positions** to work in the administrative offices and police department building. This position pays \$12.00 per hour, and the work schedule is approximately twenty (20) hours per week, Monday through Friday (with weekend hours available) and hours worked to be determined (excluding holidays). These days and hours may be subject to change.

Job Description:

Under the supervisory direction of the Chief Custodian, performs a variety of routine unskilled and semi-skilled housekeeping duties while maintaining the premise of office buildings in a clean and orderly condition, and performs related works as required.

Minimum Qualifications:

Working knowledge of equipment, material, and supplies used in custodial work.
Ability to work independently and to complete daily activities according to a work schedule.
Ability to understand and follow written and oral instruction
Performs other related duties as required.

Duties:

Cleans, sanitizes and replenishes restroom facilities in administrative offices and police department.
Sweeps, scrubs, waxes, polishes floors.
Cleans rugs, carpets, furniture, and draperies/blinds.
Dusts and waxes furniture and equipment.
Empties, waste baskets, shredders, and removes trash and waste as needed
Performs all cleaning and related duties as required.

Applications can be obtained on the Massillon City Website, or in the Civil Service Office at 151 Lincoln Way East Massillon, Ohio 44646, on the second (2) floor.

Application filing deadline is Friday January 13, 2017.

A background and drug test may be required.

The City of Massillon is an Equal Employment Opportunity Employer and a Drug-Free Workplace.