

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Date:	9/16/2026
Title:	Custodian
Reports To:	Facility Manager
Employment Status:	As Determined by the Facility Manager
Days:	As Determined by the Facility Manager
MOESC Salary Schedule:	Maintenance / Custodian
FLSA:	Non-Exempt

QUALIFICATIONS

- High school diploma or GED
- BCI/FBI records check
- Valid Driver's License
- Two (2) or more years in facility maintenance or custodial capacity is desired
- Experienced in general maintenance

GENERAL DESCRIPTION

The Custodian performs maintenance and cleaning for the Mid-Ohio Conference Center (MOCC) and the Mid-Ohio Educational Service Center (MOESC), including their various tenants.

ESSENTIAL FUNCTIONS / SKILLS

To perform this job successfully, an individual must be able to satisfy each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Performs daily cleaning and facility maintenance duties as directed by the Facility Manager
- Performs regular facility duties, including:
 - A. Sweeping, mopping, and/or scrubbing, burnishing and stripping of hard surface floors as needed and/or per cleaning schedule
 - B. Responsible for room setup and teardown
 - C. Works with clients on the day of their event

- D. Dusting of Mid-Ohio ESC and Mid-Ohio Preschool furniture and surfaces as needed and/or per cleaning schedule
- E. Sanitize restrooms (toilets, urinals, sinks, fixtures, walls, and floors) and drinking fountains daily
- F. Disinfect and sanitize surfaces, floors, fixtures, etc. as necessary per public health dept. Recommendations in instances of MRSA and/or other infections disease outbreaks
- G. Washing windows on both inside and outside as needed and/or per cleaning schedule
- H. Emptying trash daily for Mid-Ohio Conference Center, Mid-Ohio ESC, and Mid-Ohio Preschool
- I. Light maintenance of custodial/tool room, inventory of custodial supplies and equipment, restocking of disposable maintenance items as necessary
- J. Vacuum carpeted areas of Mid-Ohio Conference Center, Mid-Ohio ESC, and Mid-Ohio Preschool daily
- K. Clean carpets using carpet extractor on an as-needed basis and/or per the maintenance schedule
- L. Will be expected to assist in repair/building projects
- M. Performs summer maintenance (strip/wax floors, moves furniture, painting, etc.) for the purpose of completing and/or facilitating summer construction
- Perform outdoor chores necessary to maintain the grounds and parking lot, including:
 - A. Lawn mowing
 - B. Weed cutting and weed removal from walkways, parking lot islands, exterior walls of the facility, and other grounds as necessary or instructed by the Facility Manager
 - C. Shoveling snow from walkways, entryways, and exits
 - D. Exterior and interior painting and power washing as necessary or per maintenance schedule
 - E. Salting walkways, entryways, and exits
 - F. Make minor building repairs and perform routine maintenance (caulking, nailing, etc.) to exterior of facility as needed
 - G. Report hazardous conditions immediately to Facility Manager
 - H. Report building damage to Facility Manager
 - I. Be on call as needed at any time for emergencies falling outside the normal working hours
 - J. Work closely with Facility Manager to prepare for scheduled day and evening activities, and to meet the needs of unscheduled day and evening activities
 - K. Be prepared to clean blood-borne materials during daily duties

- L. Perform all duties within health and safety standards as per OSHA and/or MIOSHA standards
- M. Perform additional maintenance duties as assigned by the Facility Manager
- N. Attend meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions
- O. Monitors activities in and around work areas for the purpose of preventing injuries and ensuring site safety
- P. Prepares site for daily operations for the purpose of ensuring facilities are operational and hazard free
- Q. Replenishes supplies as applicable (i.e. restroom) for the purpose of ensuring adequate quantities for daily use
- R. Supports maintenance staff for the purpose of completing site custodial activities
- S. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit

PERSONAL QUALITIES

- Acknowledges personal accountability for decisions and conduct
- Projects a positive image for Mid-Ohio ESC whenever the public, guests, or visitors are in the building
- Demonstrates pride and excellence
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Participates in professional development and training that relates to the position, including training provided by PublicSchoolWorks
- Able to exert considerable to heavy physical effort for long periods of time while performing manual labor
- Wears work attire appropriate for the position
- Demonstrates a positive, service-oriented approach and responds effectively to the needs of staff, vendors, districts, and other stakeholders.
- Demonstrates a willingness to learn, adapt, and develop professionally as responsibilities and organizational needs evolve.
- Shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC

WORKING CONDITIONS

The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adjust work hours necessary to complete job duties
- Occasional exposure to blood and bodily fluids
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention

PHYSICAL DEMANDS

- Work requires definite, skilled, and accurate physical operations required some closely coordinated performance
- Work requires handling average-weight materials or equipment (up to 50 pounds)
- Proficient with Microsoft Office Suite (Word, PowerPoint, and Excel), Google Workspace or related software and/or equipment
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required, and occasionally reaching with hands and arms

EVALUATION

The performance of this job will be evaluated by the Facility Manager in accordance with Mid-Ohio ESC board policy. The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of all responsibilities, duties, and skills required for the position. Additional duties are performed by the individuals currently holding the position, and additional duties may be assigned by the supervisor, appointing authority, or designee.

Employee Signature

Date Received

The Mid-Ohio Educational Service Center is an equal opportunity employer.