**Head Custodian/ Maintenance**

Job Opening at The Opportunity Center!

**STATUS:** Full- Time/M-F/8- 6:00 a.m. to 2:00 p.m. / On call for emergencies 24/7

**SALARY:** $19.16 - $28.75/hour based on education and experience

**Full, generously contributed benefits package!**

* Paid sick, personal, and vacation time.
* 11- paid holidays, 2-week paid holiday break, 1-week paid spring break, paid calamity days
* Public employment retirement pension with a generous board contribution
* Board paid life insurance.
* Health insurance plans with a Board contributed Health Savings Account
* Wellness Program with a board contribution
* Paid training and leadership development, and many more perks!

**Requirements**:

* High School Diploma or equivalent.
* Knowledge/experience in plumbing, heating, electrical and painting work.
* State of Ohio passenger vehicle drivers’ license and minimum liability auto insurance coverage.

**Responsibilities:**

* Train assistant custodians in proper use of cleaning equipment and materials. Perform and/or direct all routine cleaning, maintenance inspections, and repairs to the SCOC building, grounds and equipment including but not limited to lawncare equipment, sewer pump, and fire alarm systems so that building is always kept in a clean and safe condition.
* Ensure all mechanical, electrical, & plumbing equipment in the building is properly maintained and inspected. Ensure all sidewalks, driveways, parking areas, and entryways to the building are maintained and free of obstructions, debris, ice, and snow.
* Maintain all outdoor grounds including mowing, trimming, spraying, and mulching regularly.
* Perform maintenance and repair activities such as painting, renovating, and redecorating work during appropriate times. Maintain building at proper seasonal temperatures during and after operating hours.
* Maintain records on all equipment requiring preventative maintenance. Requisition bids for all maintenance/repairs requiring specialized assistance. Order, maintain & inventory custodial supplies.
* Ensure security of building, respond to building security and safety checks during both working and non-working hours as needed. Participate in all fire, tornado, & lockdown drills as directed by administration.
* Unlock building every workday morning. Collect trash and debris and ensure the dumpster area is safe, clean, and sanitary.

Interested and qualified candidates please email your current resume to [jgarza@senecadd.org](mailto:jgarza@senecadd.org)