

**VILLAGE OF HIGHLAND HILLS
JOB POSTING**

August 17, 2020

**POSITION TITLE: CUSTODIAN
DEPARTMENT: PROPERTIES
FT/PT Status: FT/PT**

**CLASSIFICATION NO.:
SALARY: \$10.00 - \$15.00
REPORTS TO: PROPERTIES DIR.**

JOB SUMMARY:

Under general supervision, responsible for preparing vacant rental apartments as well as routine manual tasks in maintaining the cleanliness, sanitary conditions, and appearance of the Village.

KNOWLEDGE, SKILLS, AND ABILITIES

Good organizational and communication skills. Ability to work well with others, as well as independently to complete daily activities according to work schedule. Knowledge of safe working practices. Ability to adapt to changing schedules or routines. Maintain employee morale.

QUALIFICATION, TRAINING, AND EXPERIENCE:

- High school diploma or general education degree (GED); or one-year related experience and/or training; or equivalent combination of education and experience.
- Must have a valid Ohio Driver's license.
- Must have good oral, written and interpersonal communication skills.
- Must be able to use vacuum, rug shampooer, mop, and other common household appliances.
- Must maintain a professional appearance and courteous manner with residents, visitors, contractors, and fellow employees.
- Must be well organized, detail oriented and have the ability to maintain confidentiality.

Posting dates: Open until filled.

The Village of Highland Hills is an Equal Opportunity Employer, M/F/H. In compliance with the American's with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Seek application through Administration.