

If you are friendly and out-going, we are looking for you. Join us in helping to improve the quality of life for Licking County senior citizens by contributing to their independence and healthy lifestyle. Use your maintenance and repair experience and sincere and caring attitude to help others and maintain our beautiful facility in top shape.

This is a full-time position, second shift (4:30 to 10:30) Monday – Friday, six hours each day with great benefits.

Requirements include:

- Prefer high school graduate or GED equivalent.
- Current driver's license, use of reliable vehicle and proof of up-to-date bodily injury and property damage liability insurance.
- Be able to follow oral and written instructions, prioritize tasks, and work in a team.
- Must have general knowledge of janitorial and light maintenance skills with the knowledge of various tools and equipment.
- Must be able to work without constant supervision, keep records, and facility calendar for event setups.
- Must be able to lift 50 pounds, stoop, bend, squat, get down onto knees and climb ladders.
- Regular and predictable attendance is required.

Job duties will include, but are not limited to:

- Vacuuming, sweeping, and mopping of flooring.
- Clean break rooms, bathrooms, meeting rooms.
- Restock supplies in bathrooms, break rooms and common areas.
- Cleaning windowsills and windows.
- Maintain janitorial equipment and closet in a clean, safe and operable condition.
- Proper labeling, dilution and use of all chemicals.
- Wearing proper Personal Protective Equipment at all times.
- Restock vending machine and supplies in storage area
- General maintenance of grounds may include snow removal

Great fringe benefits include:

- 11 paid holidays a year
- Accrued paid time off (up to 18 days in your first year)
- Available insurance such as medical, dental vision and supplemental
- Agency pays for life insurance, long-term disability insurance and a 403(b) pension plan.
- Discounted membership at the Y
- 18% discounted service with Verizon Wireless

Join our team of competent and caring individuals by completing the online application posted on our web site, or you can pick up an application at our Heritage Hall facility, 1058 E Main Street, Newark, OH any day Monday through Friday from 8:00 a.m. to 5:00 p.m.