



# JOB NOTICE

**GREAT OPPORTUNITY FOR A RETIREE!  
SEEKING WEEKEND ONLY WORK?**

**Date Posted:** February 5, 2021

**Closing Date:** February 22, 2021

**APPLICATION PROCEDURES:** Send letters of intent and resume to HR Department, Compass Family and Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

**Program:** Janitorial

**Title:** Janitorial Supervisor

**Shift:** Part-time; 16 hours a week; weekends

**Salary:** \$10.00 an hour

## **GENERAL DUTIES:**

- Supervises and educates clients in janitorial services at Youngstown State University sites. This is a weekend position which will have a requirement to work Saturdays and Sundays throughout the year. Other days will be scheduled during football and basketball seasons dependent on game schedules.
- Responsible for quality control through inspection of crews work. Crews range in size depending on events held at Youngstown State University.
- Write behavior reports, program notes, and department reports.
- Participates and plans with rehabilitation team, Center for Workforce Development Staff.
- Performs janitorial services.
- Schedules clients to ensure coverage, and coordinates supplies, equipment, and work duties to meet contract requirements.

**QUALIFICATIONS FOR JOB:**

**Education/Experience:** Some High School. One year janitorial experience preferred, one year supervisory experience.

**Technology:** NA

**Miscellaneous requirements:** Criminal background check; Pre-employment drug screen; ***If applicable to the position requirements includes:*** Clear driving record; TB test, Mini-Physical and First Aid/CPR. Must be able to stand and walk for long periods; do occasional lifting of up to 50 pounds

**Interpersonal/ Human Relations Skills:** Must be able to transport clients to work sites when necessary.

**Non-Exempt:** Eligible for over time

AN EQUAL OPPORTUNITY EMPLOYER - SERVICE PROVIDED THROUGH AFFIRMATIVE ACTION

EOE-M/F/H including persons with disabilities and veterans