

Custodian, October 2017

Number of resumes received – 87

- Stark Jobs – 23
- Employee Referrals – 2
- Job Fairs – 17
- Website & Walk-ins – 24
- Canton Rep/Monster.com – 14
- Careerboard – 7

Number of people who had one interview – 8

- Employee Referrals – 2
- Website & Walk-ins – 4
- Stark Jobs – 2

Number of people who had a second interview – 2

- Website & Walk-ins - 2

Number of people we hired – 1

- Website & Walk-ins – 1

## Custodian

Reports to: Installation and Dispatch Manager  
Department: Installation and Repair  
Location: Massillon, Ohio  
Type of Position: Full-time  
Hours: M-F 4:00 am – 1:00 pm  
Compensation: Hourly (based on experience)  
Submission Deadline: Friday, September 22, 2017



## About MCTV

MCTV “goes the extra smile” for its customers, adding high-touch service to high-tech telecommunications. Since 1965, MCTV’s 170 local employees have been serving their neighbors with a full complement of advanced broadband products including High-Speed Internet, Digital TV, residential and commercial phone, television advertising, dedicated fiber optic connections and security systems. More than 47,000 homes and businesses in Stark, Wayne, Summit, Holmes and Tuscarawas Counties rely on MCTV for their telecommunications needs.

## Description

Responsible for maintaining a clean working environment for all staff and visitors in two separate office buildings and attached vehicle bay.

## Essential Duties and Responsibilities

In this role, the Custodian has primary responsibility to:

- Clean and sanitize restroom facilities
- Clean, mop, wash, buff, scrub and vacuum floors
- Empty trash and recycle bins
- Maintain outside walk areas, including sweeping debris and spraying walkways
- Track and follow procedure for ordering maintenance/cleaning supplies
- Clean windows
- Dust, vacuum, and polish furniture and fixtures
- Move furniture, boxes and appliances to clean areas
- Make minor drywall repairs, painting and other projects
- May also rake leaves, cut grass, remove snow or perform other incidental seasonal tasks

The Custodian must successfully utilize the following tools/equipment in order to complete their responsibilities:

- Follow and complete the cleaning daily/weekly/monthly checklist established by management
- Manual cleaning devices such as broom, dust pan, mop, bucket, rags/towels
- Power cleaning devices such as vacuum cleaner, carpet scrubber, floor polisher
- Hand tools for basic repairs (screwdriver, hammer, tape measure)
- Power tools including drill, lawnmower, power washer

## Qualifications

- Must submit to successfully complete background check and drug test
- High School Diploma or GED required
- Previous employment as custodian/cleaning staff required
- Previous employment as custodian/cleaning staff in commercial business preferred
- Ability to identify and complete tasks without supervision
- Ability to work independently in very early mornings to complete tasks before office staff arrives
- Basic knowledge of plumbing, wiring and construction is preferred

- Experience operating a pickup truck-mounted snowplow is preferred
- Ability to stand, walk, lift and carry boxes weighing up to 40 pounds
- Ability to reach, stretch and work above head and shoulders
- Ability to climb, stand and work on a step-ladder

#### Diverse Workforce / EEO

MCTV recognizes and strongly supports the benefits of a diverse workforce, and strives to provide a culture that recognizes the unique contributions of each of our employees. MCTV requires a drug test, background check, employment and education verification as conditions of employment. MCTV is an equal opportunity employer and will consider all qualified candidates regardless of race, color, religion, national origin, gender, age, marital status, veteran status, and the presence of a non- job related handicap or disability, or any other legally protected status.

#### To Apply

Interested candidates may send completed application or cover letter and resume to [jobopenings@MCTVOhio.com](mailto:jobopenings@MCTVOhio.com) (please include job title in your email), or to the following address:

MCTV  
P.O. Box 1000  
Massillon, Ohio 44648-1000

Benefits include medical, vision, dental, life insurance, profit sharing, holiday and vacation time.