



**Montgomery County Common Pleas Court
Juvenile Division**

380 West Second Street
Dayton, Ohio 45422-4240
Area Code (937) 496-7707
Fax (937) 496-6857

NOTICE OF VACANCY: FACILITY SUPPORT STAFF - Full Time

Notice Issued January 05, 2018
Posting Period January 05, 2018 – January 19, 2018
Department Center for Adolescent Services (CAS)

DISTINGUISHING JOB CHARACTERISTICS

Provides ongoing and comprehensive support for daily facility and kitchen operations.

Responsible for general cleaning throughout the facility, preparation and service of portions of meals, snacks, and drinks. Set up/tear down service lines; Maintain sanitary conditions in food preparation areas. Runs dishwasher and washes dishes by hand. Perform other kitchen duties as required by Food Service Manager.

Control laundry process as necessary to meet facility and inventory needs. Maintain and dispense resident clothing and hygiene supplies as needed.

QUALIFICATIONS

High School degree, GED or equivalent, with general experience or training in corrections, law enforcement, military, or related field.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Position Location 333 Access Rd., New Lebanon

Salary: \$12.16 hourly

Applications will be accepted until 4:00 p.m. on the last day of the posting date.

Interested candidates may submit application or resume with cover letter, Attention:
Human Resources, Montgomery County Juvenile Court, 380 W. Second St. Dayton, OH 45422.

AN EQUAL OPPORTUNITY EMPLOYER