



Montgomery County Juvenile Court

Judge Helen Wallace

Judge Julie Bruns

Court Administrator Eric Shafer



Job Title: Facility Support

Department: Detention Services

Posting Closing: Until Filled

Position Location: Juvenile Justice Center - 380 W. Second Street, Dayton, Ohio 45422

Job Type: Full-time

Salary: \$17.06/hr.

Shift: 11pm-7am; days varies

BENEFITS

Insurance: Comprehensive Health, Dental, and Vision Insurance; \$60,000 in basic life and AD&D coverage;

Paid Time Off: Paid Vacation, Sick Leave and Personal Leave;

Retirement: Employer contribution to the Ohio Public Employees Retirement System (OPERS); Voluntary Deferred Compensation Plans offered.

Other: Tuition Reimbursement

DISTINGUISHING JOB CHARACTERISTICS

Performs work in coordinating the linen and food cart distribution to the staff and youth daily. Retrieve clothing from secure vestibule after being washed and transport to clothing area where the clothes are unfolded and checked for contraband. Refold clothing and place into individual packet before being transported to housing units. Performs other duties as required by Court Administrator and/or Director of Detention.

“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”

QUALIFICATIONS

High School Diploma or GED and one year experience and/or training in institutional food preparation, and following prescribed menus. Ability to pass a criminal background check.

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.

Interested candidates may apply online at <http://www.mcjcoho.org/job-openings/>

Human Resources, Montgomery County Juvenile Court, 380 W. Second Street, Dayton, OH 45422



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AN EQUAL OPPORTUNITY EMPLOYER

POSITION DESCRIPTION

Montgomery County Common Pleas Court

Juvenile Division

CLASSIFICATION TITLE: Facility Support Staff
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FLSA STATUS	Non-Exempt	EMPLOYMENT STATUS	Full-time
EXEMPTION TYPE	N/A	REPORTS TO	Facility Support Supervisor
CIVIL SERVICE STATUS	Non-Classified	WORK SCHEDULE	40 hours per week
PAY GRADE	A2	DEPARTMENT	Detention Services

DISTINGUISHING JOB CHARACTERISTICS

Performs work in coordinating the linen and food cart distribution to the staff and youth daily.
Performs related work as required.

“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Retrieve, and wash clothing from Detention's laundry room, and transport to clothing area where the clothes are unfolded and checked for contraband. Refold clothing and place into individual packet before being transported to housing units.

Control laundry process as necessary to meet floor and inventory needs.

Restock closets on each unit with clothing and linen when daily or when needed.

Check and restock admission reception areas at the beginning of the shift and again before going off duty (towels, washcloths, soap, etc.)

Sort laundry after washing, detecting problems, errors and deficiencies requiring re-wash, or suitability for rag out

Fold and size clothing daily, storing clothes on shelves in laundry area according to size.

Prepares clothing packages for each youth housed in the facility daily. Check the census boards for count, releases, and who is on no activities, daily

Pick up clothing cards from each floor daily. Load carts with proper quantity of linen and clothing package and. deliver to the floors daily.

Issue replacement clothing as needed throughout the day and exchange sheets and blankets on each unit according to unit schedule.

Restock each supervisor's office with Kleenex, rags, bags, and etc. to be use on all units.

Restock brown bags, plastic bags, sanitary belts and pads on girl's unit (in supervisor's office).

Label all new linen and clothing. Assist in monthly and quarterly linen and clothing inventory.

Checks clothes for torn or worn items.

Size each newly detained youth for clothing to be issued to them after their initial court hearing.

Contact Aramark giving them the meal request count for each meal daily.

Review daily menu with meal received for accuracy and document whether or not the attractiveness, texture, flavor, aroma, freshness, sanitation, and temperature of the meals are acceptable.

Stock and load food carts with food from heated cambro containers, milk, juices, condiments, snacks, napkins, silverware and transport food carts to the units.

Wash serving utensils by hand and store in a neat and organized manner in proper location.

Cleans and sanitizes food carts and transport carts to basement secure vestibule.

Collects and disposes of garbage from food carts.

Maintains sanitary conditions in warming kitchen clean and disinfects counters, tables, refrigerator in accordance with sanitary guidelines and standards. Inspects and cleans kitchen equipment.

Dust mop and wet mop the laundry area and warming kitchen area daily.

Responsible for receiving a minimum of 16 hours of training annually.

OTHER DUTIES AND RESPONSIBILITIES

Perform other duties as assigned.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Meat slicer; electric knife; slicer; microwave, kitchen utensils; keys; laundry carts; food carts; dolly; mop, bucket and wringer.

CONTACTS WITH OTHERS

Youth; Youth Specialists; Medical Department; Custodial Staff; Teachers; Receiving Clerk, Administration, Delivery personnel and Parents.

CONFIDENTIAL DATA

None

WORKING CONDITIONS

Good working conditions but with occasional exposure to heat, cold, dampness, noise, dirt, dust and other conditions. The employee must use standard safety precautions to avoid injury from lifting, pushing and pulling laundry carts and food carts.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee is frequently required to stand, for extended periods of time, walk around the facility to all of the floors pushing and pulling clothing carts and food carts, reach with hands and or arms, crouch or stoop, and lift and move a minimum of 25 lbs. The employee regularly exhibits normal manual dexterity when folding clothes. Vision demands include normal vision. The employee occasionally extends arms to retrieve and stock shelves with clothes.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: institutional food preparation methods, equipment and supplies; dietary needs and proper nutrition; standard kitchen safety practices and procedures; food facility sanitary standards, general housekeeping practices, facility rules, basic filing, stock controlling system and recordkeeping procedures, security and safety precautions.

Ability to: perform multiple tasks effectively in order to maximize department production; understand and follow written and oral directions, as well as, Department policy, regulations, and procedures; see and smell the food to determine if it was cooked sufficiently and in accordance with cooking quality standards, and to determine the palatability of the food, maintain good public relations as Court representative; establish and maintain effective work relationships with co-workers and youth.

Skill in: skill inspecting completed work; some skill maintaining and replenishing supplies; preparing written reports; some skill in verbal and/or written communications; some skill in dealing with others in a courteous and helpful manner and utilization of standard kitchen equipment and utensils.

QUALIFICATIONS

High School Diploma or GED and one year experience and/or training in institutional food preparation, and following prescribed menus.

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.

LICENSURE OR CERTIFICATION REQUIREMENTS

CPR; First aid. Certification may be obtained after appointment.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.