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Deputy Director

JOB DESCRIPTION: CUYAHOGA COUNTY BOARD OF ELECTIONS

Job Title: Sanitation Official (SO)

Pay: \$250 for November 2020 election

PRIMARY FUNCTION:

The Sanitation Official is tasked with sanitizing the voting booths, pens, tables, chairs and other equipment inside the polling location. This person will assist Precinct Election Officials (PEO) with the setup of the polling location so that it's arranged in a manner that adheres to social distancing guidelines and will ensure that these guidelines are maintained throughout Election Day. The Sanitation Official does NOT take on the tasks of a traditional PEO but is exclusively responsible for the location being safe for both voters and workers.

RESPONSIBILITIES:

- Assist PEOs with the setup of the location on Monday night, particularly the six-foot spacing of chairs, tables, voting booths and equipment;
- Utilize supplied tape to mark off six-foot distance between where voters would stand in line at the various points within the polling location;
- Monitor the distribution of PPE to other workers at the polling location;
- Rotate throughout the interior of the polling location on Election Day ensuring voting booths, equipment and other touch surfaces are constantly sanitized;
- Monitor lines of voters inside the polling location to ensure proper social distancing is being practiced;
- Ensure that all PEOs are wearing a mask (requirement) and encourage voters (not a requirement) to wear a mask;
- While primarily responsible for monitoring the interior of the polling location, if time allows spot-check the exterior of the location, particularly if a line of voters extends to the outside;
- Perform all other duties assigned or delegated by the staff of the Board of Elections;
- Adhere to established laws, policies, rules and regulations set forth by the Secretary of State and the BOE;
- Conduct business in accordance with Federal Election Guidelines and Title 35 of the Ohio Revised Code.

PERSONAL CHARACTERISTICS:

- Ability to perform in a professional manner under stress when confronted with tight deadlines;
- Possess effective and friendly communication skills;
- Ability to work independently and with initiative as this position will be self-directed;
- Accept directives from Board of Elections staff in a positive and constructive manner;
- Interact effectively with all Election Day team members.

REQUIREMENTS:

- Successfully complete the required training session;
- Lift approximately 35 pounds;
- Available to work Election Eve and Election Day;
- Legal working age (do NOT have to be a registered voter or live in Cuyahoga County);
- Do not have a felony conviction.