



JOB DESCRIPTION: CUYAHOGA COUNTY BOARD OF ELECTIONS

Job Title: Sanitation Official (SO)

Pay: \$200 per election

PRIMARY FUNCTION:

The Sanitation Official is tasked with sanitizing the voting booths, 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 sanitized 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 six-foot rope to mark off six-foot distance between where voters would stand in line at the various points within 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;
- 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 online 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.

Equal Opportunity Employer: Smoke-free and Drug-free Workplace