

Standish-Sterling Community Schools

3789 W. Wyatt Road
Standish, Michigan 48658

Darren S. Kroczaleski, Superintendent

Standish-Sterling Central Jr/Sr High School
Standish-Sterling Central Elementary
Sterling Elementary

Learning For All

August 2, 2017

Job Openings (1 full time, 1 part time)

Job Title: J-1 Custodian

Minimum Qualifications: High School diploma or equivalent; self-motivated; ability to follow oral & written instructions; ability to communicate with other staff, students, and public; problem solving skills; ability to demonstrate sound judgment during cleaning tasks; ability to handle confidential information; motivated and energetic. Additional information attached.

Location: Central Elementary

1 -- 8 hours per day/Year Round Position

Second Shift (3 p.m. to 11:30 p.m.)

1 – 4 hours per day/Year Round Position

Second Shift (3:30 p.m. to 7:30 p.m.)

Rate of Pay: Starting Salary per contract

This position is open to internal and outside applicants.

Interested individuals may apply in writing to Mr. David Proulx, Supervisor of Maintenance, 2401 Grove Road, Standish, MI 48658, not later than August 10, 2017.

JOB DESCRIPTION - CUSTODIAN

General Summary:

The Custodian provides general custodial/maintenance services for the district and reports to the Supervisor of Maintenance & Operations and Building Principal.

Principal Duties and Responsibilities:

1. Sweeps, mops, and scrubs floors and other surfaces.
2. Cleans, renovates, and renews floor surface finishes.
3. Cleans and dusts furniture, exhibit cases, fixtures, windows, doors, trim, and related furnishings.
4. Cleans chalkboards, whiteboards, and rails.
5. Washes/cleans light fixtures.
6. Replaces light bulbs/tubes and assists with ballasts as necessary.
7. Moves furniture, supplies, and miscellaneous equipment.
8. Sweeps or shovels snow from steps and walks at building entrances and salts icy steps and walks as necessary.
9. Collects, bags, and disposes of trash.
10. Locks/unlocks doors and windows to classrooms and offices.
11. Turns off unnecessary lighting.
12. Cleans and services lavatories, toilet rooms, and locker rooms.
13. Washes all interior and exterior glass including framed pictures, partitions, and doors.
14. Makes minor repairs and reports items that require major repairs.
15. Follows work schedule.
16. Maintains personal inventory.
17. Coordinates work with other custodians and principal.
18. Assists with the operation of school heating plant and equipment.

19. Guards property against fire, theft, and illegal entry; maintain building security.
20. Works from ladders, scaffolding, or swing stages.
21. Maintains and operates all equipment necessary to perform assigned tasks.
22. Vacuums, spot cleans, and extracts carpet as necessary.
23. Operates snowplow vehicles and equipment.
24. Operates lawn mowers and grounds maintenance equipment.
25. Performs all assigned duties in a manner in which contributes to the safety and well being of the staff and buildings.
26. Performs all custodial/maintenance duties assigned by supervisors.

Knowledge, Skills and Abilities Required:

1. High school diploma or GED required, college or trade school classes preferred.
2. All duties and assignments must be performed at highest level of proficiency and effectiveness. All safety guidelines and regulations must be followed at all times.
3. Possess good habits, character and attendance records. Regular and reliable attendance is an essential job performance/function.
4. Be neat in appearance.
5. Be able to speak, read and write at a level of proficiency that permits satisfactory job performance.
6. Be capable and demonstrate the establishment and maintenance of harmonious effective relationships with staff, supervisors and co-workers.
7. Upon request, present a certificate signed by a licensed physician appointed by the school board verifying the physical ability to perform the job.
8. Possess experience in custodial and maintenance work to carry out the assigned duties preferred.
9. Possess a willingness to learn new job skills.
10. **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 90 pounds such as salt and furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to focus.