



MONTAGUE AREA PUBLIC SCHOOLS

EDUCATION IN THE RIGHT DIRECTION

4882 STANTON BLVD. • MONTAGUE, MI 49437 • TELEPHONE: 231-893-1515 • FAX: 231-894-6586

Internal/External Job Posting

Position: Sub Custodian
Classification: Hourly Employee
Terms: Monday – Friday; As needed
Salary: \$15.83 per hour; per MESPA Contract Agreement
Posted: January 25, 2024
Closing Date: Until Filled

Montague Area Public Schools is in need of Sub Custodians.

Qualifications:

- High School graduate or equivalent
- Must pass a Criminal History Background Check
- Must pass a physical fitness exam including a back x-ray
- Prior successful experience as a custodian preferred

Responsibilities:

See attached job description

Applicants:

Interested candidates should send a letter of interest and resume or application to:

Krista Hams, Human Resources Coordinator

By Mail: Montague Area Public Schools
4882 Stanton Blvd.
Montague, MI 49437

Or E-mail: humanresources@mapsk12.org

**MONTAGUE AREA PUBLIC SCHOOLS
JOB DESCRIPTION**

JOB TITLE: Custodian
REPORTS TO: Director of Operations
SUPERVISES: Not Applicable

GENERAL JOB FUNCTION:

The Custodian is responsible for a wide range of cleaning and light maintenance duties in each building. They also play a major role in getting the building set up and ready for special events.

MINIMUM QUALIFICATIONS:

- Possession of a high school diploma or its equivalent
- No physical or mental restrictions that would, with reasonable accommodation, prevent performance of the essential job functions and responsibilities, or that would prevent regular attendance
- Must submit to, pay for, and pass a Criminal History Background Check prior to beginning work
- Must submit to and pass a physical fitness exam including a back x-ray prior to beginning work

PREFERRED QUALIFICATIONS:

- Prior successful experience as a custodian preferred
- Prior experience in operating and maintaining floor scrubbing machines, floor buffers, vacuum cleaners and other tools for cleaning preferred
- Prior experience in removing such things as blood borne pathogens and other hazardous materials preferred

ESSENTIAL JOB FUNCTIONS:

- Open and secure the building as directed
- Operate heating and ventilating equipment as instructed by Director of Maintenance
- Prepare building areas for use by community groups in accordance with building use forms
- Snow removal as directed
- Set up facility for meetings and other events
- Maintain school grounds as directed
- Continually inspect the building and report repair needs and any malfunctions of equipment by completing the appropriate work order form
- Clean, dust mop and/or sweep surfaces, clean and sanitize bathrooms, and clean the grounds regularly
- Follow directions for properly mixing liquid ingredients for all-purpose cleaners, waxes, etc., and make sure that all such that all such products are properly labeled in accordance with "Right to Know" procedures
- Properly start, operate and clean floor scrubbing machine, floor buffers, vacuum cleaners and other tools used for cleaning
- Complete and maintain inventories of various supplies as needed
- Follow safety procedures for removing such things as blood borne pathogens and other hazardous materials
- Work under direction of the principal. Also responsible to follow instructions of Director of Operations and/or Maintenance Coordinator
- Solve problems when confronted with special cleaning requirements.
- Prioritize work responsibilities when multiple tasks must be completed
- Lifting boxes of supplies, moving tables, cabinets, and/or other heavy items as needed
- Attend and participate in job related training
- Must be regular in attendance and punctual in reporting to assignment

ESSENTIAL FUNCTIONS Cont:

- Perform such other tasks and assume such other responsibilities as may be assigned
- Demonstrate the ability to:
 - Have well developed interpersonal skills
 - Maintain confidentiality
 - Have strong organizational skills, ability to multi task and meet deadlines
 - Motivate others and influence their behaviors
 - Collect and analyze appropriate data sources to inform decisions
 - Build a professional environment that is one of mutual respect, teamwork, and accountability
 - Work effectively as part of a team

NOTABLE PHYSICAL REQUIREMENTS:

Job requires ability to move heavy loads and lift up to 50 pounds. Occasional heavy lifting (up to 100 pounds) may be required.

TYPICAL WORK ENVIRONMENT:

Most work is done in a designated building.

EVALUATION:

The Custodian is evaluated by the Director of Operations.

WORK LOCATION(S):

Most work is done in a designated building. Occasional assignments may require short trips to other MAPS facilities, the MAISD or elsewhere in the community.

TRAVEL EXPECTATIONS:

Occasional assignments may require short trips to other MAPS facilities, the MAISD or elsewhere in the community.