

**HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN**

POSTING DATE: March 6, 2024

JOB POSTING – CONTRACTED THROUGH EDUSTAFF

POSITION: **Building Custodian**

DEPARTMENT: Maintenance Department

POSTING DATES: December 1, 2023 until filled

SALARY: Starting at \$16.50 to \$17.00 per hour

BENEFITS: Medical Benefits including dental, and vision

HOURS: 7:00 a.m. – 3:30 p.m. Monday through Friday (*subject to adjustment*)

QUALIFICATIONS: High School diploma or GED, prior experience working in transportation preferred, valid driver's license, ability to communicate effectively and apply conflict resolution. Must have a highly developed sense of integrity and meet all attendance and dependability requirements.

RESPONSIBILITIES: To perform the routine cleaning and project cleaning of district buildings. Perform the necessary set up and take down of equipment and furniture for events. Works school personal on cleaning requests. See Job Description.

POSITION AVAILABLE: For immediate hire.

Those who are interested please send resume to or directly contact:

D'arcy McAvoy, Custodial Supervisor
Hartland Consolidated Schools
9525 East Highland Road
Howell, MI 48843
810-626-2188
darcymcavoy@hartlandschools.us

It is the policy of Hartland Consolidated Schools that no person shall, on the basis of race, color, national origin, gender (including sexual orientation and gender identity), disability, age, religion, height, weight, marital or family status, ancestry, genetic information or any other legally protected category, (collectively, "protected classes"), be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment or any of its programs or activities.

JOB DESCRIPTION FOR: Building Custodian

REPORTS TO: Director of Operations or Designee

QUALIFICATIONS:

- High School Diploma or equivalent
- Must possess, or have the ability to obtain, a valid Michigan driver's license.
- Must possess, or have the ability to obtain, a telephone.
- Must have the ability to work overtime as assigned.
- Demonstrated record of good attendance
- Good character & cooperative nature
- Must have a good working knowledge of facility cleaning processes, heavy and light cleaning equipment operation and repair, and safe working practice for chemicals and equipment
- Must have a willingness to obtain additional knowledge.
- Must have adequate health and physical condition to handle manual tasks; full use of arms, hands, legs, and feet, or sufficient use of all limbs to accomplish assigned tasks; ability to lift and carry items weighing up to 50 lbs; ability to climb ladders.
- Must have the ability to work well on his/her own; ability to be trustworthy and maintain confidentiality; ability to read and follow written and oral directions, and to plan and work well independently or in a large group.

FUNCTIONS AND RESPONSIBILITIES:

- Participates in the cleaning and maintenance of the building including floors, walls, woodwork, furniture gym floors, windows, toilet equipment, turning on all lights, and other equipment.
- Performs all safe work practices following prescribed chemical and equipment operation, storage and handling processes and procedures for personnel protection.
- Follows prescribed work schedule and performs designated daily, weekly, and project cleaning processes and procedures in all assigned areas.
- Operates and provides for the general maintenance & upkeep of all assigned custodial equipment with minimal supervision to include but not limited to vacuum cleaner, side by side, wet dry vacuum, automatic floor machine, carpet extractor (bags, belts, brushes, filters, etc.)
- Performs all assigned operational requirements for the preparation, operation, and clean-up of student, faculty, staff, and community activities, athletic and academic events. Performs set up and break down of equipment and furniture for activities.
- Prepares and submits work orders for corrective maintenance repairs to the Head Custodian for the maintenance and upkeep of the building equipment and grounds.
- Inspects daily the exterior entrances, sidewalks and steps for snow accumulation and takes the necessary corrective action during the winter months.
- Inspects and cleans daily the exterior entrances, sidewalks, steps and surrounding grounds area for debris and trash, reporting any discrepancies to supervisor that require the assistance of the Maintenance Department.

- Raise and lower the flag at the beginning and end of each day.
- Helps to maintain equipment and supplies, requisitions new materials when necessary. Handle light maintenance, i.e. loose screws, replace gliders on desks, fix, replace light bulbs, minor repairs to locker hinges, door closers, etc., minor repair of paper towel, tissue, and soap dispensers
- Assists with monitoring and participates in the maintenance and cleaning of designated buildings' grounds including such activities as ice and snow removal from walk ways and entrances, graffiti removal, and other activities required to maintain the safe and efficient operation of a school building.
- Maintains and moves furniture, supplies, and equipment as required.
- Demonstrates knowledge of safe and effective work practices and other duties as assigned.
- Participates in training classes as required.
- Operates and maintains the following machinery and equipment: mops, brooms, scrubbers, vacuums, sweepers, carpet cleaning machinery, shovels, and rakes, building hand tools, snow removal equipment, leaf removal equipment.
- Perform other related duties as may be assigned from time to time