



Position Opening

Position: Custodian

Reports to: Operations/Transportation Director, Head Custodian, Principal, Assistant Principal, and/or Superintendent.

OVERVIEW OF SCHOOL: Cassopolis Public Schools is a New Tech Network District striving to incorporate project-based learning in which students master academic content through application in solving real-world problems. Students use technology to complete group projects and individual assignments as they would in a professional work environment. Courses are taught by paired teachers who integrate subject content to create rigorous projects that are both standards-based and relevant to students' lives. A goal of structuring a school in this way is to explicitly teach students the skills necessary to succeed in the 21st century such as collaboration and teamwork, work ethic, media literacy, written and oral communication, critical thinking, and time management.

Job Goal:

Perform custodian work required for the routine care, maintenance, protection, and preservation of the assigned building, its contents, and grounds.

Required Qualifications:

- Valid driver's license.
- Have a belief in education and a concern for children.
- Ability to make clear and comprehensive reports.
- Willingness to work and assume responsibility, conscientious, develops and improves his/her proficiency.
- Minimum age of 18 for full-time employees and 9 years of education.
- Good health, high moral character, and good attendance record.

Performance Responsibilities:

- Perform and is directly responsible for the routine maintenance and all phases of housekeeping duties.
- Remove snow, ice, and debris from walks, steps, and entryways.
- Help unload trucks, receive, check, and store supplies.
- Does required tasks such as operating cleaning equipment, sweeping, mopping floors, floor finishing, emptying and cleaning waste receptacles, trash, and pencil sharpeners, refilling towel and soap dispensers, and toilet tissue, removing cobwebs, cleaning windows, cleaning all chalkboards/whiteboards, dusting, and polishing furniture and woodwork as necessary.
- Keep buildings in a neat, hygienic, and presentable fashion; play areas neat and clean (inside and outside).
- Maintain the necessary supplies and equipment to perform custodial tasks.
- Open/close and secure the building each day; turn on/off lights.
- Clean and maintain custodial equipment and materials.
- Report areas that need special maintenance or cleaning to the head custodian.
- Assist in moving and arranging furniture and equipment.



- Make minor repairs to the building, furniture, equipment, and so forth, and reports the need for other repairs to the head custodian.
- Clean and replenish supplies in restrooms.
- Cooperate with others on staff.
- Assist lunchroom personnel in the housekeeping duties of the kitchen and cafeteria, including the removal of refuse.
- Complete reports and forms as required.
- Comply with local laws and procedures for the storage and disposal of trash, rubbish, and waste
- Clean building during the summer under the supervision of the head custodian, Operations/Building & Grounds Supervisor, Principal, and/or Superintendent.
- Report problems of a custodial nature are to be first heard by the head custodian; if unresolved, then the Operations/Building & Grounds Supervisor and so forth.
- Conduct other duties related to the custodian duties as assigned by the head custodian, Principal, Assistant Principal, Operations/Building & Grounds Supervisor, and/or Superintendent of Schools.

Physical Requirements and Work Environment:

- Daily attendance and punctuality.
- Frequently required to sit, stand and walk.
- Occasional exposure to blood, bodily fluids, and tissue.
- Reach with hands and arms.
- Climb or balance; stoop; kneel; crouch; or crawl.
- Moderate to heavy work in all types of weather.
- Must frequently lift and/or move more than 50 pounds.
- Specific vision abilities include close vision, distance vision, color vision, and depth perception.
- Promoted a drug/alcohol-free work environment through the use of random testing.

TERMS OF EMPLOYMENT: Per contract

EVALUATION: The performance of this job will be evaluated yearly.

SALARY: Per Contract

Application procedure: Send letter of interest and resume to:
Mr. Brian Smith, Operations Supervisor, brianleesmith@cassopolis.org

(Until Filled)

It is the policy of Cassopolis Public Schools that no person shall on the basis of race, color, religion, national origin, ancestry, age, sex, or disability be excluded from participating in employment or any of its programs or activities.