



**Harbor Springs
Public Schools**

Excellence in Character
Excellence in Education

Internal / External Posting

Notice of Vacancy

PART-TIME CUSTODIAN

Monday—Friday
(20 hours per week; 4 hours per day)

LOCATION & HOURS	District-wide; day-time hours (schedule to be determined)
STARTING DATE	As soon as possible
RATE OF PAY	Starting at \$16.67 per hour; after 60 working days \$17.33 per hour
REQUIREMENTS	See attached job description
CONTACT	Ron Ouellette, Facilities Director Harbor Springs Public Schools 800 State Road Harbor Springs, Michigan 49740 Tel. 231.838.3743 Email: rouellette@harborps.org
APPLICATION DEADLINE	March 31, 2023 or until filled

Application forms are available online at www.harborps.org/District/Jobs Available/Support Staff Application or at the Superintendent's Office at Harbor Springs Middle School, 800 State Road, Harbor Springs, MI 49740.

Posting Date—March 16, 2023

Harbor Springs Public Schools

Custodian Job Description

Position Title: Custodian

Reports to: Facilities Director

Custodians in each building are responsible for the daily care, cleanliness, safety, as well as preparation for and take down of events/activities that may occur. Custodians perform routine maintenance duties, including dusting, mopping, finishing and buffing floors, vacuuming and shampooing carpets, cleaning and restocking restrooms of the buildings that they are assigned to.

Duties and Responsibilities

- Performs general, routine custodial duties, to include but not limited to; window washing, dusting, mopping, vacuuming, cleaning restrooms, and restocking paper and soap supplies.
- Performs routine maintenance to custodial equipment and supplies.
- Empties trash receptacles, disposes trash into compactors and/or dumpsters, and bags trash for proper disposal.
- Unlocks doors, ensuring doors are locked after cleaning areas.
- Reports needs and concerns to appropriate staff, which may include submitting or recommending work orders and checking supply levels
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Performs cleaning functions specific to the assigned facilities and/or based on seasonal/project requirements.
- May provide vendors with access to areas for cleaning and may answer basic questions. May report issues with vendors to the supervisor.
- May assist or perform snow removal activities and minor maintenance, such as replacing light bulbs, adjusting furniture, or other similar activities.
- Performs miscellaneous job-related duties as assigned.
- Custodian can be a physically demanding position as it requires standing, walking, lifting heavy objects and operating cleaning equipment. They are also subject to potentially toxic cleaning agents if not used properly. Custodians must also periodically clean up bodily fluids that are unpleasant to deal with.

Minimum Job Requirements

- Less than high school; no previous experience required.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

Knowledge, Skills and Abilities Required

- Ability to work independently in solving problems as well as work in an efficient and effective manner.
- Ability to understand cleaning and maintenance procedures including hazardous materials information and follow safety procedures.
- Ability to safely use and operate vacuums, cleaning equipment and other cleaning supplies.
- Ability to use applicable hand and power tools as necessary.
- Ability to lift and manipulate heavy objects up to 50lbs.
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to understand written and verbal communications.

Distinguishing Characteristics

Position requires:

1. Use of power equipment to buff and restore floors and shampoo carpets.
2. Regular and routine dusting, mopping, vacuuming, emptying trash and cleaning restrooms.
3. Routine maintenance to custodial equipment.
4. Personal attributes that include honesty, trustworthy respect, sensitivity to staff and student's needs, flexibility and a sound work ethic.

Conditions of Employment

- Successful candidates must submit a post-offer, pre-employment fingerprinting to work in the school district.

Working Conditions and Physical Effort

- Considerable physical activity. Requires heavy physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds. Physical work is a primary part (more than 70%) of the job.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- Work may involve moderate exposure to unusual elements, such as body fluids, extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.