



**Harbor Springs
Public Schools**

Excellence in Character
Excellence in Education

Internal/External Posting

Notice of Vacancy

FULL-TIME CUSTODIAN

LOCATION & HOURS

Middle School/Shay Elementary
Monday—Friday; 3:00 pm—11:00 pm; 8 hours per day

STARTING DATE

As soon as possible

RATE OF PAY

As established by Master Support Contract:

REQUIREMENTS

See attached job description

CONTACT

Please email/send letter of interest to:

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**

Friday, October 4, 2024—4:00 PM EST

Application forms are available online at www.harborps.org/about/employment or at the Superintendent's Office at Harbor Springs Middle School, 800 State Road, Harbor Springs, MI 49740.

Posting Date—September 27, 2024

CUSTODIAN

General Summary:

The Position of Custodian provides general custodial/maintenance services for the district and reports to the Facilities Director, Building Principal and Superintendent.

Principal Duties and Responsibilities:

1. Works in conjunction with the Lead Custodian, Facility Director, Principal and Superintendent necessary in the daily completion of custodial duties.
2. Sweeps, mops, and scrubs floors and other surfaces.
3. Cleans, renovates, and renews floor surface finishes.
4. Sanitizes per Harbor Springs District Covid-19 guidelines. (Including special circumstances related to contagious disease outbreaks.)
5. Cleans and dusts furniture, exhibit cases, fixtures, windows, doors, trim, and related furnishings.
6. Cleans chalkboards, chalk rails, and erasers, as well as maintain white boards.
7. Washes/cleans light fixtures.
8. Moves furniture, supplies, and miscellaneous equipment.
9. Sweeps or shovels snow from steps, walks and egress entrances at all building entrances. This may include salting icy steps and walks, as necessary.
10. Collects, bags, and disposes of trash. This may include trash that is located outside of, or adjacent to school property. Collects recycle bins located throughout the building and transports them to the recycle pickup location, when necessary. Returns the bins when emptied.
11. Locks/unlocks doors and windows to classrooms and offices.
12. Turns off unnecessary lighting.
13. Cleans and services lavatories, toilet rooms, and locker rooms.
14. Washes all interior and exterior glass including framed pictures, partitions, and doors.
15. Reports items that require repair to lead custodian or facilities director.
16. Follows written work schedule.

17. Coordinates work with lead custodian, facilities director and principal.
18. Assists lead custodian with the operation of school heating plant and equipment as required.
19. Guards property against fire, theft, and illegal entry; maintain building security.
20. May be required to work from ladders, scaffolding.
21. Maintains and operates all equipment necessary to perform assigned tasks.
22. Vacuums, spot cleans, and extracts carpet as necessary.
23. Performs all assigned duties in a way that contributes to the safety and well-being of the students, staff and buildings.
24. Performs all custodial/maintenance duties assigned by supervisors.
25. Takes the initiative to maintain the school's building and premises as needed.

Knowledge, Skills and Abilities Required:

1. High school diploma or GED required, college or trade school classes preferred.
2. Possess good habits, character and attendance records.
3. Be neat in appearance.
4. Be able to speak, read and write at a level of proficiency that permits satisfactory job performance.
5. Be capable and demonstrate the establishment and maintenance of harmonious effective relationships with staff, supervisors and co-workers.
6. Upon request, present a certificate signed by a licensed physician appointed by the school board verifying the physical ability to perform the job.
7. Possess experience in custodial and maintenance work to carry out the assigned duties preferred.
8. Must be able to lift 50 lbs.
9. Possess a willingness to learn new job skills.