



Mio-AuSable Schools

Knowledge - Responsibility - Respect

1110 WEST 8TH STREET - MIO, MI 48647 – (989)826-2400 - www.miok12.net

FULL-TIME DAY CUSTODIAN JOB POSTING

TITLE: Full-Time Day Custodian Position
HOURS: Hours and salary based on current custodian contracts.

Position available immediately.

Description: See attached job description.

For detailed job requirements, please contact Becky Holloway.

Letters of intent should be sent to:

Becky Holloway, Interim Facilities & Maintenance Supervisor
Mio-AuSable School District
1110 West 8th St.
Mio, MI 48647

Email: hollowayb@miok12.net

DEADLINE: Until filled.

Posted: January 29, 2025

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POSITION: Full-Time Day Custodian
LOCATION: Mio AuSable School District
REPORTS TO: Superintendent

GENERAL DESCRIPTION:

- The primary purpose of the evening custodian is to provide a safe and clean environment for all staff and students. The Custodian reports to the Facilities & Maintenance Supervisor and the Superintendent and takes direction from those individuals. The Custodian responds to requests from students and staff to address situations which arise periodically. Examples include vomiting, accidents which result in cleaning bodily fluids, bathroom overflows, etc. In addition, the Custodian performs light maintenance as needed and as requested along with assisting on grounds projects as well. This position performs tasks in a combination of indoor and outdoor settings. This is an eight-hour position.

QUALIFICATIONS:

- Criminal records check, including Livescan fingerprinting, to reveal no felony convictions; also, misconduct check. Be capable of performing and successfully completing the tasks & responsibilities of this position. Demonstrates personal reliability, dependability, and initiative. Possesses the ability to get along with others, to follow directions, and to work independently. Shows pride in doing a job well and recognizes the job as important and essential to the smooth running of the total educational program. Demonstrates good personal habits: mature and responsible judgment, honesty, patience, friendliness, industriousness, good appearance. Demonstrates ability to read, write and use computational skills at proficiency level appropriate to do tasks of position. Positive human relations skills essential in working with students, staff, and the public. Demonstrates successful working relationship with children. Previous experience in a similar role preferred.

ESSENTIAL PERFORMANCE DUTIES AND RESPONSIBILITIES:

- Perform general cleaning tasks such as sweeping, mopping, vacuuming, and dusting.
- Clean and sanitize restrooms and ensure the availability of necessary supplies.
- Empty and clean trash and recycling bins.
- Snow removal, including shoveling and salting/de-icing.
- Assist in minor repairs and maintenance.
- Assist in outdoor grounds projects not limited to mowing, trimming, painting and other grounds work.
- Report major maintenance needs to the appropriate personnel.
- Ensure that all doors and windows are locked and secured at the end of each shift.
- Set up facilities for school events and meetings.
- Respond to emergency situations, such as spills or facility damage.
- Have the physical ability to perform job duties, including lifting and moving heavy equipment and standing for extended periods of time.
- Be willing to work evenings or weekends, as needed.

- Keeps tools, equipment, and work area clean and well organized without any supervision.
- Greet students/staff in a friendly manner and uses appropriate language; provide physical and emotional support to students when needed; demonstrate professionalism when meeting with parents.
- Other duties as assigned.

OTHER SKILLS and ABILITIES:

- Ability to maintain composure under stressful conditions.
- Develop effective working relationships with students, staff, and the school community.
- Possess good communication skills and ability to follow instructions.
- Be able to meet multiple demands from several people.
- Ability to be a team player and be willing to work well with others.
- Possess a high school diploma or equivalent.
- Experience in custodial work or related fields.
- Maintain a positive attitude.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret professional periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondences, and procedure manuals. Ability to effectively present information and respond to questions from staff, students, parents, and other personnel as appropriate.

MATHEMATICAL SKILLS:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

Must have essential technology skills, i.e. skilled at PC computer, laptop, and other educational technology. Ability to establish and maintain effective working relationships with students, peers, parents, and other community members. Must possess the ability to speak clearly and concisely in written and oral communication. Must be able to meet multiple demands from several people. Must be organized and meet timeline requirements.

PHYSICAL DEMANDS:

While performing the duties of this position, it is required to regularly climb or balance, stoop, kneel, crouch or crawl, and talk/hear. Exposure to continuously standing, walking, and occasionally running may occur. The individual may frequently bend or twist at the neck and trunk, squat, reach above the ear or reach forward and repeat the same gross and hand fine motion more than the average person. The employee may occasionally lift and/or move up to 50 pounds or more. Specific vision abilities required by performance of this position include close and distance vision.

WORK ENVIRONMENT:

While performing the duties required by this position, the employee may work indoors or outdoors and occasionally in temperatures above or below 95 to 10 degrees Fahrenheit. The noise level in the work environment is usually loud. The employee is frequently exposed to infection at a greater risk than the average person. The employee is directly responsible for the safety, well-being, and work output of students. While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and stoop, kneel.

DEADLINE FOR SUBMISSION OF MATERIALS:

Until the position is filled.

PLEASE SEND COVER LETTER, RESUME, CREDENTIALS, AND THREE REFERENCES TO:

Becky Holloway, Interim Facilities & Maintenance Supervisor
Mio-AuSable School District
1110 W. 8th St.
Mio, MI 48647

Or send in a PDF attachment via email to: hollowayb@miok12.net

The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the District.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mio-AuSable School District will comply with Titles VI and IX of the Civil Rights Act with Section 504 of the Rehabilitation Act of 1973 as amended. No person on the grounds of race, color, sex, national origin, or handicap will be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity.

The district will comply with the Michigan Handicapper's Civil Rights act of 1977 regarding employment and utilization of educational facilities without discrimination because of religion, race, national origin, age, sex, height, weight, marital status or handicap.