



Bronson Community Schools

INTERNAL/EXTERNAL JOB POSTING

March 12, 2024

Position: Full Time Custodian

Start Date: Immediately upon hire or as arranged

Job Summary:

This job consists of routine work to maintain the cleanliness of an assigned facility. An employee in this class, under the supervision of the manager, receives general direction and leadership from a day custodial supervisor. This employee performs cleaning and maintenance functions on the day/evening shift. Work is evaluated through observation while work is in progress and by inspection of completed assignments.

Essential Job Functions:

- Performs building inspections to ensure building security
- Cleans buildings by sweeping, dusting, mopping, scrubbing, sealing, buffing, washing rooms, vacuuming, washing surfaces, etc.
- Moves and stores furniture and equipment
- Requires extensive walking, stooping, pushing, carrying, climbing, bending and lifting
- Performs other duties as assigned.

Examples of Work:

- General building maintenance: clean bathrooms, dust, wash windows, scrub walls, clean furniture, fill dispensers, move furniture, wash chalkboards and clean trays, assist in the cafeteria, replace light bulbs and neon tubes, remove gum, clean drinking fountains, clean trash cans, make minor repairs, check and clean equipment, open and secure building
- Floor maintenance: pick up trash from floors, remove gum, vacuum, sweep, dry and wet mop, scrub, wax, and buff
- Operate cleaning equipment: vacuum cleaner, scrubber, buffer, wet and dry mops, brooms
- Perform other duties as assigned.

Required Skills, Knowledge, and Abilities:

- Working knowledge of cleaning materials and equipment
- Knowledge of the English language to understand operating instructions for cleaning equipment and materials and safety and accident prevention
- Ability to communicate effectively in writing and orally
- Ability to hear the normally spoken word at 25 feet
- Ability to work outdoors under adverse weather conditions
- Ability to climb ladders and stairs
- Ability to pick up and carry 65 pounds
- Ability to stand for prolonged period of time
- Ability to willingly attend and participate in training sessions
- Ability to learn and practice acceptable cleaning methods
- Interact positively with students, administrators, co-workers, parents, and the community.
- Performs other duties as assigned.

Employee Safety:

- This employee is responsible for the use of safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The employee is responsible for using safe practices and methods in the operation and supplies related to their job.
- The employee is further responsible for correcting any conditions within the building or grounds that may be hazardous to employees, students, or staff assigned to the building and reporting the same to the appropriate administrator.
- Drug testing may be requested as part of the hiring process.

Minimum Education, Training, and Experience

- HS Diploma or GED preferred

Required Licenses and Certificates:

- None

Other Desirable Qualifications:

- Some experience in general cleaning of buildings and grounds.

Application Deadline: Until Filled

To apply for this position, please complete the job application located at <https://tinyurl.com/bronsoncustodian> and submit to:

Neil Kline
Facilities/Maintenance Supervisor
501 E Chicago St.
Bronson, MI 49028
klinen@bronsonschools.org
(517) 369-3226

STATEMENT OF NONDISCRIMINATION

It is the policy of the Bronson School District that no person shall on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or any of its programs or activities

NEED TO ESTABLISH RIGHT TO WORK

In accordance with the federal law, any person employed by the district must provide evidence that s/he is eligible to work in the United States.

CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.