

Bronson Community Schools

Part Time Custodian

INTERNAL/EXTERNAL JOB POSTING

October 16, 2023

DESCRIPTION

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 KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of cleaning materials and equipment
- Knowledge of the English language so as to understand operating instructions for cleaning equipment and materials and safety and accident prevention

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES - continued

- 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 community.
- Performs other duties as assigned.

EMPLOYEE SAFETY/FINGERPRINTING

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 same to the appropriate administrator.

Drug testing may be requested as part of the hiring process.

All School Employees are required to be Fingerprinted

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.

Hours to be determined

Equal opportunity employer