

**Fowler Public Schools
School District Position Description**

Position Title: Custodian (Waldron)
Department: Maintenance
Reports To: Mike Schmitt, Maintenance Supervisor
Hours: 5 hours per day, 12:30 to 5:30 p.m. during the school year
8 hours per day for the month of June, July and August (subject to change)
Hourly rate: \$12.24 - \$14.17 (See Support Staff Contract)
Benefits: See Support Staff Contract

Send resume and letter of intent to: Mike Schmitt, Custodial Maintenance Supervisor
700 South Main Street, Box 407, Fowler, MI 48835
or @ mschmitt@fowerschools.net

SUMMARY: Keeps the district's school buildings in such a state of operating excellence that they present no problems or interruptions to the educational program.

ESSENTIAL DUTIES AND RESPONSIBILITIES . *Other duties may be assigned.*

- Clean Waldron after school.
- Dust classrooms; clean sinks, desks, etc.; sanitize restrooms, and locker rooms; vacuum carpet areas; wash windows, and clean up after athletic events.
- Continually appraise supervisor of condition of equipment, building, and furnishings, and make recommendations for improvement in terms of safety, service, and efficiency.
- Alert supervisor to unsafe conditions in and around the school buildings.
- Secure rooms and buildings at the end of the shift.
- Keep record of necessary maintenance schedules.
- Follow and promote safety practices, rules, and procedures for facility and equipment.
- Maintain the organization and cleanliness of the maintenance work area.
- Assists in maintaining seasonal grounds work (snow, lawn).
- Cleans and preserves designated spaces, equipment etc. in the building.
- Restocks disposable items and provides maintenance supervisor with inventory usage and data.
- Assists visiting public utilizing the facilities with directions within the building and in obtaining and setting up and take down of needed equipment.
- Possess a valid Michigan Driver License.
- Any and all other duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

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: Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders or scaffoldings. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 100 lbs such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

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.