



Columbia School District

Job Posting

February 4, 2021

Sub Custodial Position

Job Description

Maintain safety and cleanliness of classrooms, restrooms, hallways, and all assigned areas including interior and exterior of entrances to the building, to provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play and develop.

Duties

- + Dust, sweep, vacuum and/or mop floors as necessary.
- + Wash windows as needed and clean windowsills.
- + Scrub or strip, extract, bonnet and wash floors as scheduled.
- + Clean and sanitize restroom fixtures, hardware, tile, mirrors, partitions, floors, etc.
- + Maintain the security of the building. Make sure lights are off, windows and doors are locked, and report any safety hazards to the supervisor or building administrator.
- + Replace light bulbs and fluorescent tubes as needed (requires climbing/overhead fixtures).
- + Clean all tools, supplies, and equipment after each use and store them in the proper place.
- + Load and unload supplies and equipment when deliveries come.
- + Maintain an acceptable attendance record, be punctual and follow work schedule.
- + Must be neat in appearance and present themselves in a cordial demeanor to students, faculty, staff and visitors.
- + Adhere to all safety standards and work practices in use of equipment and supplies.
- + Relieve, assist or fill in temporarily on other jobs as assigned by the supervisor.

Required Knowledge, Skills & Abilities

- + Knowledge of cleaning terms and safety procedures related to hazardous chemicals.
- + Ability to operate mechanical cleaning equipment correctly.
- + Ability to bend, stoop, climb, and lift. Requires average physical strength. Must be able to lift a minimum of 50 lbs and carry it 20 feet and able to sit the weight on a 40 inch height table.

Deadline: Thursday, February 18, 2020, 12:00 p.m.

Please send letter of interest, resume,
and any letters of reference to:

Monika Cook, Administrative Assistant

Columbia School District, 11775 Hewitt Road, Brooklyn, MI 49230

monika.cook@myeagles.org