Columbia School District

Job Posting
October 27, 2021

One Part-Time 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: Wednesday November 10, 2021, 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