



ANCHOR BAY SCHOOL DISTRICT

Human Resources Department

5201 County Line Rd Suite 100 Casco Twp. MI 48064

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NOTICE OF VACANCY

Position: Sub Custodian - EDUStaff

Qualifications:

- Keep the school building in such a state of operating excellence that they present no problems or interruptions to the educational program. Provide a safe, clean, attractive and efficient place in which to learn and develop for students and staff. This person also performs specific duties for the shift he/she works.
- Must be in good physical and mental health;
- Able to lift 60 pounds;
- Able to follow directions;
- Must be self-motivated and able to work both independently and as a member of a team.

Essential Duties and Responsibilities:

- Regular and reliable in person attendance is an essential job function.
- Clean the building according to a set schedule based on school days and non-school days;
- Generally, maintain the area of school and school grounds designated as the responsibility for the building custodial staff;
- Remove snow and ice from walks and approaches to buildings for effective school operations. Treat assigned areas with salt or salt substitute as required. Assist in maintaining seasonal grounds work, including snow and lawn;
- Perform painting and general repairs including electrical, plumbing, furniture repair, mechanical operations, boiler operations and carpentry;
- Areas of custodial building maintenance include the repair of door locks and hardware, fans, windows, furniture and master time clocks. Assist maintenance staff in remodeling, renovation and repairs (as requested);
- Check boilers and/or other heating equipment or mechanical equipment for heating. Report problems;
- General security of building including the opening and closing of the building during normal working hours;
- Maintain equipment supplies and storage areas to provide for the safety of the building;
- Report damages or breakdown of equipment, which may need repair beyond the scope of the custodian to the building principal and head custodian;
- Raise and lower the flag each day and store in appropriate place. (As appropriate to building);
- Move and set up furniture and/or equipment as needed within the building or between the buildings for effective use. Assist visiting public utilizing facilities with directions within building and in obtaining and setting up needed equipment (programs, assemblies and other student activities);
- Assemble custodial equipment and school supplies as needed;
- Assist outside vendors and contractors as needed (loading and unloading ordered supplies, equipment, etc.);
- Maintain restrooms, shower rooms, classrooms, office, gym, and all other assigned areas of building in clean, orderly and sanitary conditions;
- Replace toilet tissue, paper towels and soap as needed;
- Restock disposable items and provides head custodian with inventory usage and data;
- Maintain all certification and trainings as required by the district.

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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.

- Perform other duties consistent with the scope of the job goal to maintain a clean and attractive facility in accordance with the custodial handbook.

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 employees.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts; ability to compute percentages and to interpret graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES: Personal computer skills necessary. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with staff and the school community. Ability to speak clearly and concisely both in oral and written communication. 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 sit and talk and hear. The employee frequently is required to walk and reach with hands and arms. The position frequently requires non-stop typing on the computer. The position requires the individual to meet deadlines with severe time constraints and to interact with the public and other workers. Specific vision abilities required by this job include close vision and the ability to adjust focus. Some extended hours are frequently required of the employee.

WORK ENVIRONMENT: The work environment characteristics describes 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.

The noise level in the work environment is frequently moderate to loud. The employee must work with the public and other staff, continuously meeting multiple demands from several people.

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