

July 18, 2025

**EVART PUBLIC SCHOOLS HAS THE FOLLOWING POSITION AVAILABLE:
1 – CUSTODIAN**

**FINGERPRINTING WILL BE REQUIRED AT THE TIME OF EMPLOYMENT AT THE
EMPLOYEE'S EXPENSE**

THE QUALIFICATIONS AND RESPONSIBILITIES OF THE ABOVE POSITION ARE AS FOLLOWS:

- 1. JOB QUALIFICATIONS AND RESPONSIBILITIES: ATTACHED**
- 2. SKILLS TEST MAY BE REQUIRED**
- 3. ANTICIPATED HOURS: 8 HOURS PER DAY, 260 DAYS PER YEAR**
- 4. RATE OF PAY: \$17.18 PER HOUR**
- 5. FINGERPRINTING WILL BE REQUIRED AT THE TIME OF EMPLOYMENT AT THE
EMPLOYEES'S EXPENSE**
- 6. REGULAR ATTENDANCE IS EXPECTED**
- 7. IMMEDIATE SUPERVISORS: BART GALLINGER,
MAINTENANCE/TRANSPORTATION SUPERVISOR**
- 8. VALID DRIVERS LICENSE**
- 9. WORK LOCATION: EVART PUBLIC SCHOOLS – AS ASSIGNED BY SUPERVISOR**

**IF INTERESTED IN THE ABOVE POSITION (S), PLEASE DIRECT LETTER OF APPLICATION, COMPLETED
APPLICATION AND RESUME' TO:**

**BART GALLINGER, MAINTENANCE/TRANSPORTATION SUPERVISOR
EVART BUS GARAGE
378 N PINE ST
EVART, MI 49631
gallingerb@evartps.org**

231-734-5594

DEADLINE: August 1, 2025 (4:00 P.M.)

We reserve the right not to accept applications after the deadline.

Evert Public Schools prohibits discrimination on the basis of religion, race, color, national origin, sex, age, weight, height, marital status or disability in its educational programs, activities or employment.

JOB DESCRIPTION

TITLE: Custodian

REPORTS TO: Principal, and Superintendent

QUALIFICATIONS:

1. Possess a skill in the use of tools and equipment.
2. Good attendance record.
3. Valid driver's license.
4. Have a belief in education and a concern for children.
5. Ability to make clear and comprehensive reports.
6. Willingness to work and assume responsibility.
7. Possess mechanical ability and perform maintenance duties.
8. Be able to speak, read, and write at a level of proficiency that permits satisfactory job performance. Be able to do heavy lifting.
9. Ability to adjust work schedule due to interruptions.

GENERAL DESCRIPTION: Perform custodial and maintenance duties required for the care, maintenance, protection, and preservation of the assigned buildings, its contents, and grounds.

ESSENTIAL FUNCTIONS:

1. Performs and is directly responsible for the routine maintenance and repair of the building and its equipment, plus all phases of housekeeping duties.
2. Develops and ensures proper function of work, inspection, maintenance, and cleaning schedules with the cooperation of the principal and/or designee.
3. Removes snow, ice, debris from walks, steps, and entryways.
4. Helps unload trucks, inventory and store the supplies.
5. Does required tasks such as: sweeping, mopping floors, waxing, emptying/ cleaning waste receptacles and pencil sharpeners, take out trash, refilling toilet tissue, towel and soap dispensers, remove cobwebs, clean windows, whiteboards and chalkboards, dust and polish furniture and woodwork as necessary, wash and clean light fixtures, mirrors, and bathroom fixtures.
6. Replaces light bulbs, globes, tubes, ballasts, receptacles, switches, and make any other minor repairs.
7. Keeps building in a neat and presentable fashion; play areas neat and clean (inside and outside).

8. Regulates heat, ventilation, and air-conditioning systems (if applicable) to provide temperatures appropriate to the season and ensure economical usage of fuel, water, and electricity.
9. Maintain the necessary supplies and equipment to perform custodial tasks.
10. Opens and secures the building each day; turn lights on/off.
11. Cleans and maintains custodial equipment and materials.
12. Reports areas that need special maintenance or cleaning to the Principal or Superintendent.
13. Assists in moving and arranging furniture and equipment.
14. Makes repairs to building, furniture, equipment, and so forth, and reports the need for major repairs to the director of maintenance.
15. Make minor repairs on all toilets, sinks, urinals, fixtures, and plumbing in all parts of the buildings.
16. Maintains a clean, safe and neat boiler room (if applicable).
17. Make monthly checks on fire extinguisher and related equipment, and reports to the supervisor any deficiencies.
18. Operates wet vacuum, scrubber, high speed buffer, automatic floor scrubber, carpet vacuum, carpet extractor, two-wheel cart, and use other equipment. Must also climb ladders, work in grease and work on scaffolding.
19. Clean and service lavatories, toilet rooms, and locker rooms.
20. Wash all interior and exterior glass, including framed pictures, partitions and doors.
21. Follow written work schedule.
22. Clean up before and after any extra-curricular activities.
23. Heavy lifting may be required.
24. Replace blower motors in wall heaters.
25. Pull out and replace bleachers using required machines.

26. Cooperate with others on staff.
27. Assist lunchroom personnel in the housekeeping duties of the kitchen and cafeteria, including the removal of refuse.
28. Completes reports and forms as required.
29. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
30. Cleans building during the summer under the supervision of the principal, or superintendent.
31. Reports problems of a custodial nature to the Principal or Superintendent.
32. Get certified when necessary to apply chemical pesticides.
33. Prepare surfaces and apply all types of paint finishes with brush, roller and spray gun.
34. Operates lawn equipment, snow blower, etc.
35. Assist in marking fields and repair sprinklers.
36. Install and remove phones and lines.
37. Adjust, lubricate, repair locks, exit hardware, and door closers.
38. Install and replace locks, exit door hardware, and door closers.
39. Understand key codes and cut keys by the code.
40. Keep track of School Facilities Use forms.

OTHER DUTIES AND RESPONSIBILITIES:

Conducts other duties as assigned by the principal, designee or superintendent of schools.

ADDITIONAL WORKING CONDITIONS:

Occasional exposure to blood, bodily fluids and tissue.

Occasional interaction among unruly children.

Occasional weekend duties.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Applicants for admission and employment, students, parents, employees, sources of referral of applicant for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements are notified that the Evert Public Schools does not discriminate on the basis of race, color, national origin, sex, age, weight, height, marital status, religion or disability in admission or access to, or treatment or employment in its programs, activities or policies. Any person having inquiries concerning the school's compliance with the regulations implementing Title II, Title VI, Title IX, Age Discrimination Act of 1975, or Section 504 is directed to contact the Superintendent of Schools, 321 North Hemlock Street, Evert, MI 49631 (231) 734-5594 or his designee: Randy Kruse, Athletic Director, 6221 95th Ave., Evert, MI 49631, (231) 734-5551. All have been designated to coordinate the school's efforts to comply with the regulations implementing Title II, Title VI, Title IX, Age Discrimination Act of 1975, and Section 504.

April 6, 1994
Revised: September 26, 2006
Revised: May 20, 2009