



SOUTH HAVEN PUBLIC SCHOOLS JOB POSTING

POSTING DATE: 10.28.2025

Hours: Monday – Friday (Full Time, 8 hour days)

Place of Assignment: South Haven High School

Position/Job Title:	Custodian
Qualifications:	<ul style="list-style-type: none"> • Demonstrated working knowledge of custodial practices. • Demonstrated ability to work independently. • Demonstrated ability to solve problems, analyze situations accurately and adopt effective courses of action. • Demonstrated ability to carry out verbal and written instructions. • Demonstrated record of good attendance and punctuality. • Demonstrated good communication and interpersonal skills. • Must meet criminal history background requirements (requires FBI Fingerprint).
Reports to:	Director of Non-Instructional Services
Physical Requirements:	<ul style="list-style-type: none"> • Significant standing or walking with regular exposure to outdoor work and environmental conditions. • Ability to lift in excess of 50 pounds
Position/Job Goal:	The Custodian is responsible for maintaining a safe & attractive environment.

Position Summary: The Custodian is responsible for maintaining a safe & attractive environment for students to learn, play and develop.

Responsibilities:

- Clean assigned areas.
- Shovels ice and snow from doorways. Spreads ice melter as conditions necessitate.
- Raise and lower flags as directed.
- Reports damaged items that need repair and safety problems to the supervisor. Dangerous and damaged equipment/situations will be taken out of service until repaired, replaced or the situation is no longer considered dangerous.
- Work closely and communicate with building administration on day to day events and requirements.
- Moves furniture and equipment for event.
- Unloads trucks.
- Reports student supervisory problems to the appropriate person.
- Complies with local, state, and federal laws that relate to the employee's specific job assignment.

- Will successfully complete training and examinations to obtain certifications and/or licenses that are required by local, state and federal law.
- Maintain logs/records and reports, as needed.
- Open and close buildings as directed.
- Works effectively as a member of the school team to provide a safe and clean educational environment for students.
- Represent the District in a professional manner by performing all job functions at a satisfactory or above level.
- Interact with co-workers, administration, students, parents, and the community in positive, supportive, and cooperative ways.
- Performs other related duties, including special projects, as required or requested, consistent with reasonable expectations for the contracted position.

***Submit Application to:**

Kevin Dee, Director of Non-Instructional Services – kdee@shps.org

Kelly Schriner, HR Specialist - kschriner@shps.org

South Haven Public Schools

554 Green Street

South Haven, MI 49090

*A job application can be found at <https://www.applitrack.com/shps/onlineapp/>

Condition of Employment: Fingerprinting is REQUIRED for all new school employees. South Haven Public Schools shall not discriminate in its policies and practices with respect to compensation, terms or conditions of employment because of race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes").