Mattawan Consolidated School
56720 Murray Street, Mattawan, MI 49071
269.668.3361

JOB DESCRIPTION

POSITION: Custodian
REPORTS TO: Director of Facilities
EMPLOYER: Mattawan Consolidated School

SUMMARY:
This position is a member of the Facilities Department and reports directly to the Director of Facilities. This position will also report indirectly to the Building Administration for day-to-day building instructions. This position supports the educational process by maintaining the District's buildings in operational excellence through efficient housekeeping and basic repair services.

QUALIFICATIONS:
- High School Diploma or Equivalent
- Interpersonal skills
- Ability to facilitate and communicate clearly with staff and guests
- Ability to monitor and correct performance

RESPONSIBILITIES:
- Contributes to the TEAM EFFORT throughout the District, departmental goals, objectives, and communicates daily with the building administrators and staff to properly maintain the physical plant in a safe, sanitary, functional condition.
- Perform daily custodial tasks, including but not limited to mopping, floor scrubbing, garbage disposal, emergency clean up, sweeping, supply inventory, or anything that may apply to an approved work schedule.
- Properly operate and maintain various types of building mechanical and departmental cleaning equipment such as vacuums, floor scrubbers, carpet extractors, etc.
- Maintain proper records, including but not limited to personal payroll records, coordination of supply ordering, equipment operations, and repair.
- Maintain a safe working environment by complying with procedures, rules, and regulations, including but not limited to alarm procedures and basic building procedures.
- Interact with co-workers, Building Administrators, the public, or any customers in a positive and supportive way.
- Assist with general grounds work when necessary, such as snow removal or general trash pick up.
- Assist with lunch set-ups, as well as special event set ups.
- Maintain continuity and positive communication between shifts.
- Any other duties as assigned.

PHYSICAL REQUIREMENTS:
Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, must be able to see and hear the entire classroom, and moving light furniture may be required.

SAFETY AND HEALTH:
Knowledge of universal hygiene precautions.

EQUIPMENT/MATERIALS HANDLED:
Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

WORK ENVIRONMENT:
Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Job responsibilities may include both inside and outside duties. Must be self-motivated and able to complete job assignments without direct supervision. After-hour work may be required. Must be able to work under stressful conditions.

TERMS OF EMPLOYMENT:
- 12-month employee; 8 hours/day
- Hourly Rate: $20.07 - $23.48
- Paid leave & benefits