



# ROSCOMMON AREA PUBLIC SCHOOLS

**Catherine R. Erickson, Superintendent**

299 W. Sunset  
P.O. Box 825  
Roscommon, MI 48653  
Phone: 989-275-6600  
Fax: 989-275-8227

## INTERNAL AND EXTERNAL POSTING

**Position Available:**                      **Full – Time Evening Custodian**

**Qualifications:**

See the attached job description for duties and responsibilities, and qualifications.

**Starting Date:**                      ASAP

Letters/emails of interest, resume, and related credentials should be sent to:

Joe Meadows  
[meadowsj@rapsk12.net](mailto:meadowsj@rapsk12.net)  
Roscommon Area Public Schools  
PO Box 825  
Roscommon, MI 48653

**Posting Closes:**                      When filled.

*It is our mission at Roscommon Area Public Schools to educate, challenge and inspire all students to become lifelong learners who are well prepared for our global society.*

# **Custodian Job Description**

Performs routine building custodial tasks to maintain school premises, in clean and orderly condition.

## **PRIMARY DUTIES AND RESPONSIBILITIES**

Clean dust and debris resulting from day's activities; empties garbage containers; cleans and polishes tables and chairs; cleans restrooms.

Sweeps, vacuums, mops and washes interiors of rooms, hallways, and office areas; cleans whiteboards and windows.

Stripping and waxing of floors.

Carpeting extraction

Operation of floor machines

Makes minor maintenance repairs and/or notifies Lead of needed repairs; moves furniture and equipment.

Locks/unlocks building doors

Performs other related tasks as required.

## **SUPERVISION**

Works under the general supervision of the Director of Operations.

## **ATTENDANCE**

Individuals in this position are expected to be available as scheduled or as needed

## **WORKING CONDITIONS**

Interior conditions are generally those of a typical office building environment, and require frequent bending, lifting, a wide range of arm movement, finger and hand dexterity, and occasional climbing and working from ladders and lifting devices. Visual identification of work requirements and safety hazards is required under all conditions.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED

Up to one year related experience, or a combination of education and experience sufficient to perform the responsibilities of this position

Ability to work independently

Ability to perform physical tasks such as lifting and moving up to 50 pounds and ability to ascend ladders

Valid driver's license

## **JOB DIMENSIONS**

Analysis, judgment, planning and organizing, knowledge of work, work standards, dependability, informal communications, initiative, teamwork, commitment to the school