



CHELSEA
SCHOOL DISTRICT

Internal/External Posting
2020-2021

Position: **Full Time Night Shift Custodian**

Location: Operations Department

- Work Schedule: All applicants **must** be available to **work nights and weekends**; 2nd shift 3:00 p.m. - 11:30 p.m. Responsible for cleaning designated areas, setting up for and cleaning up after weekend events.
- Ability to respond to requests from users of the District's facilities in a positive and courteous manner.
- Attention to detail and the ability to make a building look great is a must.
- Must work productively with or without direct supervision
- We seek an individual who is a team player and will contribute to a great learning experience for our students, staff, and community.
- Must be able to lift 40lbs
- *See Page 2 for full job description*
- Starting wage is \$12.50 per hour
- Benefit package includes vacation, sick days, health insurance, and retirement benefits

Apply by logging on to www.applitrack.com/WISD/onlineapp
Follow directions as provided on that website.

Or complete the following application and return to Human Resources
<https://drive.google.com/file/d/oB09sORG6siYwMW9oRHJLU9vQUo/view?usp=sharing>

Marcus S. Kaemming
Assistant Superintendent of Human Resources
Email: mkaemming@chelsea.k12.mi.us
Date of Posting: December 3, 2020
Application deadline: December 18, 2020, or until filled

Job Description for Full Time Custodian Chelsea School District

1. Must be a team player and supportive of the overall goals of the Operations Department and Chelsea School District.
2. Responsible for working with other members of the team to resolve all problems in a manner that is most beneficial to the District.
3. Responsible for cleaning and doing light maintenance in designated area; following the daily routine. Also, during non-school periods, responsible for doing more major maintenance types of work.
4. Responsible for cleaning an assigned area in a manner that meets the expectations set for the custodial department.
5. Must be able to clean in a manner that meets established cleaning standards and productivity.
6. Custodial staff members are expected to complete a list of specific tasks in all assigned areas on a daily, every other day, or weekly basis. Custodial staff members are evaluated in part by their ability to meet those expectations successfully.
7. Custodial staff members will need to be flexible and able to adapt to changes in schedule & assignments as the need arises due to various events & activities.
8. Make your assigned area look as good as it possibly can.
9. Outside maintenance including picking up of trash, shoveling snow, spreading de-icer, and other duties as assigned, may be required at times of our custodial staff.
10. Accountable for being observant in your area of responsibility, to be looking for any areas in need of additional attention.
11. We seek an individual who takes the initiative to resolve problems, and work with other staff members in your building and throughout the District as needed.
12. Custodians are responsible for learning the proper use of chemicals and equipment.
13. Our expectation is that all of our staff will work as efficiently as possible. We seek a person who looks for ways to increase cleaning efficiency.
14. We expect all our employees to respond in a courteous and helpful manner to all members of the community, treating them as customers.
15. All of our employees are responsible for communicating problems through the chain of command in an appropriate manner.
16. Additional responsibilities applicable for weekend work:
 - provide security for all buildings in the District
 - maintain the cleanliness of all public areas throughout the District while weekend activities are underway
 - remove snow and ice from entryways
 - set-up of areas as needed
 - cleaning of all areas used during the weekend
 - heating and security checks of all the buildings in the District
 - completion of weekend paper work
 - completion of extra duties as assigned and as time allows
 - working efficiently without supervision