



**Columbia School District**  
11775 Hewitt Rd. Brooklyn, MI 49230  
Dr. Pamela Campbell, Superintendent  
(517) 592-6641



November 9, 2017

**Job Posting**  
**Full Time Custodian**

**Job Description**

Maintain safety and cleanliness of classrooms, restrooms, hallways, and all assigned areas including interior and exterior of entrances to the building, to provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play and develop.

**Duties**

- ✦ Dust, sweep, vacuum and/or mop floors as necessary.
- ✦ Wash windows as needed and clean windowsills.
- ✦ Scrub or strip, extract, bonnet and wash floors as scheduled.
- ✦ Clean and sanitize restroom fixtures, hardware, tile, mirrors, partitions, floors, etc. Replace restroom supplies as needed.
- ✦ Maintain the security of the building. Make sure lights are off, windows and doors are locked, and report any safety hazards to the supervisor or building administrator.
- ✦ Replace light bulbs and fluorescent tubes as needed (requires climbing/overhead fixtures).
- ✦ Clean all tools, supplies, and equipment after each use and store them in the proper place.
- ✦ Load and unload supplies and equipment when deliveries come.
- ✦ Maintain an acceptable attendance record, be punctual and follow work schedule.
- ✦ Must be neat in appearance and present themselves in a cordial demeanor to students, faculty, staff and visitors.
- ✦ Adhere to all safety standards and work practices in use of equipment and supplies.
- ✦ Relieve, assist or fill in temporarily on other jobs as assigned by the supervisor.

**Required Knowledge, Skills & Abilities**

- ✦ Knowledge of cleaning terms and safety procedures related to hazardous chemicals.
- ✦ Ability to operate mechanical cleaning equipment correctly.
- ✦ Ability to bend, stoop, climb, and lift. Requires average physical strength. Must be able to lift a minimum of 50 lbs and carry it 20 feet and able to sit the weight on a 40 inch height table.

**Deadline: Monday, November 27, 2017 @ Noon**

Please send letter of interest, resume,  
and letters of reference to:

Monika Cook, Assistant to the Superintendent  
Columbia School District, 11775 Hewitt Road, Brooklyn, MI 49230  
monika.cook@myeagles.org