

LOWELL AREA SCHOOLS
Lowell, Michigan
INTERNAL/EXTERNAL JOB POSTING
March 5, 2025



Position: Lowell Area Schools is seeking candidates for a Part-Time custodial position at the high school. These positions are year-round, 52-week, positions. Single subscriber medical benefits, or a plan in lieu of single medical coverage, is included as outlined in the Lowell Educational Support Personnel Master Agreement. The available positions and location/hours are listed below:

Lowell High School: Monday-Friday, 3:00 PM – 10:30 PM, with 30 min. lunch (7 hours).
(Summer schedule to be first shift hours)

Description: Perform custodial work required for the routine care, cleanliness and preservation of the assigned building. Set-up and/or tear-down district areas for events. Conditions of employment are per the LESPA Master Agreement available online at www.lowellschools.com. A full job description is available upon request.

Qualifications:

- Physically able to perform multiple tasks requiring moderate strength (up to 75 lbs).
- High school diploma or equivalent.
- Basic computer skills.
- Self-motivated worker who takes pride in their work.
- Willingness to assume responsibility for the cleanliness of all areas.

Responsibilities: (not all inclusive)

- Perform routinely required tasks including sweeping, mopping floors, emptying and cleaning waste receptacles.
- Operate, clean and maintain all custodial equipment and tools. Ability to establish and maintain positive working relationships with supervisors, fellow employees, vendors, and community members.
- Comply with Federal, State, and local laws and procedures for the storage and disposal of trash, chemical, and other supplies/materials.
- Learn, maintain and implement up-to-date cleaning methods, materials, and equipment as required.
- Report job-related problems and concerns using the appropriate channels in the appropriate order.
- Other duties as necessary or assigned.
- A complete job description for this position is available upon request.

Compensation:

- Per LESPA Master Agreement

Application Deadline:

- March 14, 2025 or Until Filled
- Start Date: As available

Application Process:

• **Internal Candidates:**

Address letter of interest to: Dustin Cichocki, Director of HR, at dcichocki@lowellschools.com.

• **External Candidates:**

Visit www.lowellschools.com and apply via AppliTrack on our Business Office page.

(It is the policy of Lowell Area Schools that no person shall on the basis of sex, race, color, national origin, age, creed, veteran status, or disability be excluded from participation in, be denied the benefits of, or be subjected to, discrimination in its educational programming, enrollment, employment or contracting.)

LOWELL AREA SCHOOLS
School District Position Description

Position Title: **Custodian**
Department: LESPA Custodial
Reports to: Director of Facilities
Prepared by: Director of HR
Effective: November, 2010
Revised: August, 2023

POSITION SUMMARY

Perform general custodial work and light maintenance work required for the routine care, cleanliness, and preservation of the assigned building(s), its contents, and grounds.

Full-Time and Part-time positions. Salary, benefits, and conditions of employment as defined in Lowell Educational Support Personnel Agreement (Master Agreement).

ESSENTIAL DUTIES and RESPONSIBILITIES

The following statement of duties and responsibilities is intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, and frequency may vary depending upon building assignments and other factors.

- Maintain accountability for all tools and equipment purchased by Lowell Area Schools.
- Maintain a clean, safe, and neat boiler room, office, and custodial closet/storage area.
- Perform routinely required tasks including sweeping, moping floors, stripping/waxing/finishing hard floors, vacuuming carpets, emptying and cleaning waste receptacles and pencil sharpeners, discard trash, refill towel/toilet/soap dispensers, wash windows, dust/clean/polish furniture and woodwork, and other general cleaning duties as necessary or as assigned.
- Successfully clean at least 27,000 square feet per shift (non-day time custodian).
- Store, protect, operate, maintain, and handle all equipment and resources appropriately.
- Assist in the promotion of good safety practices and procedures.
- Maintain, inventory, and request, in a timely manner, the necessary supplies, materials, and equipment to perform custodial duties.
- Make minor, general repairs to the building, furniture and equipment.
- Assist in the unloading of trucks: Receive, verify, sign for, move, and store deliveries as necessary.
- Maintain the Flag of the United States of America.
- Communicate with the Director/supervisor regarding areas that need special maintenance, cleaning, and/or repairs.
- Comply with Federal, State, and local laws and procedures for the storage and disposal of trash, chemicals, and other supplies/materials.
- Ability to read and write.
- Secure doors, lights, alarms, and equipment of the building daily/nightly as required.
- Ability to communicate in a clear, concise manner.
- Learn, maintain, implement, and follow up-to-date cleaning methods using appropriate materials and equipment as required.

- Remove snow, ice, and debris from walks, steps and entry ways of buildings as necessary.
- Monitor, and report, any concerns in the heating, air conditioning, and/or ventilation systems of the building.
- May assist or directly provide medical assistance to students or provide aid to sick or injured students.
- Successfully completes other duties as assigned by Director, supervisor and/or their designee.

SUPERVISORY RESPONSIBILITIES

- As determined by the district, may direct and evaluate the work of temporary, seasonal, or student workers for brief periods of time.

EDUCATION and/or EXPERIENCE

- High school diploma or equivalent.
- Minimum age of 18 for full-time employees.

LICENSES, CERTIFICATES, REGISTRATIONS

- Valid driver's license.

KNOWLEDGE, SKILLS, and ABILITIES

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- Maintain a clean, neat and orderly self-appearance at all times.
- Ability to multi task with productive efficiency.
- Ability to establish and maintain positive working relationships with supervisor(s), fellow employees, vendors, students, and community members.
- Ability to complete tasks in a timely, efficient manner.
- Basic computer skills.
- Ability to administer basic first aid, investigate medical concerns, and assist in the implementation of proper blood borne pathogen clean-up procedures.
- Self-motivated worker who takes pride in their work.
- Ability to maintain a reliable attendance record.
- Have a belief in education and a concern for children.
- Ability to follow and deliver clear oral and written communications.
- Ability to create clear and comprehensive written reports as required by the Director.
- Ability to report job related problems and concerns using appropriate channels in the appropriate order.

PHYSICAL DEMANDS

- Ability to climb a ladder up to 30 feet.
- Ability to perform multiple tasks with multiple ranges of motions (twisting, pulling, pushing, reaching, lifting, etc.) from multiple positions (standing, sitting, bending, kneeling, laying, etc.).
- Physically able to perform multiple tasks requiring moderate strength (at least 75 pounds) with multiple range of motions on a repetitive basis.
- Overall good vision, with or without corrective lenses.
- Overall good health.

WORK ENVIRONMENT

- Occasional exposure to blood, bodily fluids and tissue.
- Frequent interaction with staff, children, parents, vendors, and other community members and/or organizations.
- Occasional exposure to extreme conditions (hot and cold) both indoors and outdoors.

- Occasional work in high places, underground, and in cramped spaces.
- Exposure to dust, cleaning chemicals, pollens, and other common airborne irritants.

ADDITIONAL DUTIES FOR A LEAD CUSTODIAN

- Maintain maintenance logs in a file for all mechanical cleaning equipment. Files should include owner's manuals, service/parts manuals and maintenance logs.
- Perform periodic maintenance on all custodial equipment in a timely manner in order to prolong the life of the equipment and reduce maintenance and repair costs.
- Assist the Director in scheduling repairs and outside services for assigned buildings.
- Ability to read blue prints and schematics.
- Supervise, direct work, and/or assist in the evaluation of: custodians, contractors, and individuals utilizing the assigned building(s).
- Accept direct responsibility for all areas of the building(s) assigned related to duties assigned to entire custodial staff.
- Communicate directly with the Director on any/all issues related to supplies, equipment, performance of custodial responsibilities, suggestions on staff scheduling, and quality control.
- Develop and ensure proper function of work, inspection, maintenance, and cleaning schedules with the cooperation of the Director, principal, and/or their designee.
- Perform other duties of a supervisory nature as assigned.

The information described above is representative of that which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.