

Cass City Public Schools

4868 Seeger St

Cass City, MI 48726

989-872-2148

Cass City Public Schools has the following vacancies available as of Thursday, June 29th, 2023

Posting: Custodial

Starting Pay \$14 per hour

Full Time 40 hours

9 Paid Holidays

One Week vacation after One Year

Shift Schedule- 2nd Shift During School /1st Shift When School is Not In Session

Qualifications

- QUALIFICATIONS REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily
- High School graduate or equivalent
- Knowledge and experience working with a variety of Custodial equipment and tools
- Possess good verbal and written communication skills
- Demonstrating initiative, efficiency and timely follow through on responsibilities

Responsibilities

- To perform essential custodial tasks and coordinate activities with staff to ensure that the buildings are safe, attractive, clean and an efficient place in which to learn and work
- Receives items delivered to building
- Loads and off-loads supplies and materials; unpacks materials and arranges for delivery & storage
- Maintain custodial equipment
- Organizes and maintains the custodial closet and stockroom locations
- Completes preventative maintenance and/or small repairs on related equipment and facilities
- Moves equipment, furniture, files, etc. as needed
- Maintains supplies in stockroom (restocking shelves); delivers supplies to the
- Offices and classroom

- Arranges furniture in meeting/conference rooms according to Management system requests
- Participates in general maintenance of the campus grounds (lawn trimming, leaf raking, weeding, snow/ice removal, window washing, trash pick-up, etc.)
- Carries out building assignments, i.e., changing light bulbs
- Provides requested custodial support, i.e., sweeping, vacuuming, moving furniture, file cabinets, etc
- Maintains working knowledge of access control, burglary prevention/safety systems
- Supports building security (including opening and closing the building at designated times)
- Regular and predictable attendance
- Performs other duties as assigned
- Work independently, achieve and maintain job productivity

All interested applicants should call or email to schedule an interview.

Brett Ross
Operations Director
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