

# Job Posting

## Holdingsford Public Schools

### February 27, 2023

**Evening Custodian:** Full time position 8 hours/day, typically 3:00 p.m. to 11:30 p.m. shift must be flexible. Applications are available in the Holdingsford Public School District Office. Or online at <http://www.isd738.org/employment.html>

Application deadline is March 14th, 2023 or until filled  
Submit application to the District Office.

#### Job Summary:

Under the general supervision of the Head Custodian and Night Lead Custodian, the Custodian has the primary responsibility for cleaning designated areas in such a way to promote health and safety while reducing the spread of infection. It is the role of the custodian to follow daily, weekly and monthly cleaning schedules including, but not limited to, the classrooms, office areas, bathrooms, storage areas and entrances. The custodian may also be responsible for performing additional duties not stipulated below. If so, these duties are specified as an addendum to this description. These additional duties may include general building and grounds maintenance, laundry, etc.

#### Essential Duties & Responsibilities:

- Performs such tasks as
  - Cleans, sweeps and mops assigned area(s)
  - Compiles and removes all garbage from assigned area(s) to dumpsters
  - Cleans whiteboards, windows and locker tops as needed
  - Vacuums rugs in assigned area(s)
  - Maintains, cleans, and sanitizes assigned bathrooms, sinks and mirrors
  - Runs floor scrubber in assigned are
- Informs the Head Custodian and/or Night Lead Custodian of any maintenance, building or repair needs or concerns via email all immediate needs should be reported via phone call
- Performs other duties of a comparable level or type, as required

#### Knowledge, Skills & Abilities:

##### **Knowledge of:**

- Applicable custodial operations
- The operation of all equipment required in the performance of the job
- All safety precautions and risk management procedures and proper lifting mechanics
- The application, use and proper storage of all chemicals used in the performance of the job
- Cleaning equipment, techniques and materials
- Floor and carpet care.

##### **Skilled in:**

- Establishing and maintaining effective working relationships with building administrators, building staff, students, and operations personnel
- Following assigned custodial schedules and assignments in accordance with department standards and requirements
- Ability to learn, check and operate HVAC and security in building if needed
- Using and operating cleaning equipment and tools (e.g. scrubbers, buffers, vacuums, hand tools, etc.)
- Reading, understanding, and following health and safety procedures and written instructions
- Assisting in the setting up of equipment for sporting events, evening events or meetings

- Using a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment.

**Ability to:**

- Exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

Education/Certification Requirements

- Hold a High School Diploma or its equivalent
- Requires a MN driver's license or evidence of equivalent mobility
- Encouraged to obtain an appropriate Boiler License (Special Class)

Position Details:

Summer hours are available

Starting Wage \$16.20/hour

Insurance/Benefit eligible position

Questions about the position can be directed to [russ.gardner@isd738.org](mailto:russ.gardner@isd738.org)

FMLA regulations require all employers to post the [updated FMLA notice](#).

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Committed to Workforce Equity, Diversity and Inclusion Holdingford Public Schools, District 738 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups.