

Evening Custodian - Vacancy ID: 218581

Open Vacancy

Vacancy Details

Title

Evening Custodian

School/Building

Intermediate School

Number of Openings

1

URL

<https://www.luxcasco.k12.wi.us>

Close Date (11:59 p.m. Central)

Open until filled

Contact

Name

Heather Mleziva

Title

Principal

Email

hmleziva@luxcasco.k12.wi.us

Phone

920-845-2371 x 104

Website

<https://www.luxcasco.k12.wi.us>

Position Details

Position Start Date

As soon as possible

Salary/Wage

Based Upon Experience

Appointment Type

Full Time

Description

The Luxemburg-Casco School District is seeking a Full time Evening Custodian at the Intermediate School.

Summary: Under the supervision of the Supervisor and/or Building Administration, the Evening Custodian cleans and maintains the school building and immediate grounds, sets up equipment for special events, and assists school personnel with work requests.

Essential Duties and Responsibilities: This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

● Facility Cleaning

○ Clean and maintain facilities daily including but not limited to sweeping, mopping, vacuuming, waxing, shampooing, washing windows, dusting, emptying waste baskets, empty pencil sharpeners, cleaning drinking fountains, scrubbing classroom sink, and fixtures.

○ Clean restrooms and locker rooms. Replenish supplies.

○ Clean up after students who are ill.

○ Pick up trash and debris inside the building and on exterior grounds. Dispose of properly.

○ Operates all custodial cleaning equipment.

- Facility Maintenance

- Troubleshoot and perform light repairs such as replacing bulbs, ballasts, switches, receptacles, flush valves, and faucet cartridges.
- Maintain boilers, air handlers, roof ventilators, emergency generators, auto scrubbers, and other equipment.
- Contact, schedule, and coordinate with contractors and service companies for specialized repairs.
- Assists in ongoing and annual facilities inspections.
- Maintain custodial equipment.

- Facility Operations

- Respond to teacher and staff work requests.
- Set up equipment, chairs, risers, choral & band equipment, and bleachers for school and public events.
- Removes snow and ice from entrances and sidewalks. Take steps to ensure that icy and slippery areas are safe.
- Conduct weekend building checks as requested.
- Make recommendations for capital maintenance projects.
- As needed, perform small construction/maintenance projects such as the Installation of doors, windows, glass, display cases, whiteboards, etc.

- Professional Responsibilities

- Maintain a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, etc. that pertain to job responsibilities.
- Actively participate in in-service and training programs as requested.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adheres to all state, federal, and legal requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Perform other duties as assigned by Supervisor and Building Administration

- Typical Physical Requirements

- Exertion of 30-70 pounds of force occasionally, and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly, to move objects.
- Frequent standing, walking, reaching, grasping, holding, pushing
- Occasional stooping, crouching, kneeling, twisting/turning, climbing, and crawling.
- Minimal sitting Work Environment
- Subject to constant interruptions.
- Fast-paced environment.
- High level of activity.
- May be exposed to infectious disease.

Qualifications

Qualifications Required -

- High School Diploma or GED
- Basic computer literacy

- A valid driver's license
- Must be able to pass a background check & remain free of any alcohol or illegal substances in the workplace
- Mechanical experience with boilers, chillers, air handlers, pumps, fire alarm systems, and basic electrical and plumbing knowledge.
- Technical knowledge and skills for carrying out general maintenance and repair tasks.
- Knowledge of or experience in the use of basic cleaning materials.
- Knowledge of safety and cleanliness procedures.
- Good interpersonal skills to work with a variety of young people and adults.
- Excellent communication skills

Preferred

- Knowledge of HVAC Simens Insight program and the ability to detect, diagnose, and communicate issues.

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the Luxemburg-Casco School District that no person shall, on the basis of race, sex, religion, natural origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation or physical, mental, emotional, or learning disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program or activity, or employment.

Candidate Requirements

Additional Requirements

- Cover Letter
- Resume