



Onaway Area Community Schools

4549 M-33 Hwy. Onaway, MI 49765

•Ph: (989) 733-4970 •Fax: (989) 733-4998

Shaun Jordan, Superintendent

Notice of Posting

Date: 4/09/2026

Posting: Part-time custodian - will be expected to perform maintenance and repair of the building and grounds

Deadline: Until filled

Please submit a letter of interest to

Jim Weller, Head of Maintenance & Transportation, Onaway Area

Community Schools, 4549 M-33 Hwy, Onaway, MI, 49765

Or email jweller@oacsd.com

QUALIFICATION REQUIREMENTS

- **Must be able to lift and bend to perform physical job duties**

CORE DAILY DUTIES

- **Cleaning & Sanitizing:** Cleaning classrooms, restrooms, hallways, and cafeterias, including disinfecting surfaces, mopping floors, vacuuming carpets, and cleaning whiteboards.
- **Trash Removal:** Emptying trash receptacles and recycling bins throughout the school, transporting trash to dumpsters.
- **Restocking Supplies:** Refilling soap dispensers, paper towel holders, and toilet paper in restrooms and classrooms.
- **Safety & Security:** Locking doors and windows, checking security systems, and cleaning up spills promptly to prevent accidents.
- **Cafeteria Support:** Cleaning lunchroom floors and tables between or after lunch periods.

Maintenance & Groundskeeping

- **Minor Repairs:** Replacing light bulbs, ceiling tiles, and performing minor repairs to furniture or fixtures.
- **Equipment Care:** Operating and performing maintenance on floor buffers, vacuum cleaners, and other equipment.
- **Exterior Maintenance:** Shoveling snow, removing debris from walkways, and general exterior upkeep.
- **Setup:** Setting up and tearing down furniture and equipment for meetings, assemblies, and events.

POSTINGS: AS SOON AS OPENINGS ARE KNOWN POSTING LOCATION: ONAWAY- FACULTY LOUNGE, ELEMENTARY OFFICE, AND SUPERINTENDENT'S OFFICE

ONAWAY SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER The Onaway School shall not discriminate in its policies and practices because of an individual's race, color, religion, sex, age, national origin, height, weight, marital status, political belief, disability or handicap which does not impair an individual's ability to perform adequately in that individual's particular position or activity.

Any person suspecting a discriminatory practice should contact the Superintendent at Onaway Area Community Schools, 4549 M-33 Highway, Onaway, MI 49765 (989) 733-4950.