

## Appendix A

### Tawas Area Schools Custodian Vacancy

#### Minimum Qualifications (For Job Posting Purposes Only)

1. 18 years of age or older and a high school graduate/GED.
2. Having had experience in commercial cleaning of school buildings and in maintaining school grounds preferred.
3. Needs to be familiar with cleaning equipment used and have the knowledge to maintain and repair such equipment.
4. General maintenance skills in plumbing, carpentry or electrical are preferred.
5. Must demonstrate the ability to work with others, show initiative, and be able to work without direct supervision.
6. Must have the ability to read, write and communicate with staff, students, and the public in an effective and positive manner.
7. The ability to develop and maintain a positive attitude toward the job assignment and the school system in general.
8. Must be in good physical health, as job sometimes requires heavy lifting and physical labor.
9. Must take and pass a physical examination by the school physician before hiring.
10. Dependable and must have a good attendance record.
11. It is the district's expectation that the individual will show initiative, present a good public image, and conduct good public relations.
12. New employees must sign a certified statement, under penalty of perjury, that he or she is a citizen or national of the United States or an alien authorized to be employed in the United States.
13. Must complete background check, including fingerprinting and drug testing, and pay for that processing.

#### **Note – Just for Information:**

This is a student term, 4-hour per day, district-wide custodial position. Candidate may be scheduled Monday through Sunday as needed.

All interested persons should either submit an application (found on-line at [www.tawas.net](http://www.tawas.net), under Employment) or submit a cover letter, resume, and references via email or in writing to the following:

Tawas Area Schools  
Attention: Lindsay Harvey  
245 W. M-55  
Tawas City, MI 48763

**\*\*A \$1,000 signing bonus is available. More details will be provided during the interview process. \*\***

**Applications will be accepted until position is filled.**

**Posting Date: Tuesday, August 12, 2025.**

The Tawas Area School District does not discriminate on the basis of race, color, national origin, sex, religion, age, height, weight, marital status, arrest record, or disability in employment or in the provision of programs and services.

# **TAWAS AREA SCHOOLS BOARD OF EDUCATION**

## **JOB DESCRIPTION**

Title: **Custodian**

Reports To: Maintenance Supervisor, Principal, Assistant Principal, Superintendent/designee

General Description: Perform custodial work required for the routine care, protection, and preservation of the assigned building, its contents, and grounds.

Essential Functions:

1. Performs and is directly responsible for the routine maintenance and repair of the building and its equipment, plus all phases of housekeeping duties.
2. Develops and ensures proper function of work, inspection, maintenance, and cleaning schedules with the cooperation of the maintenance supervisor, principal, and/or designee.
3. Maintains a clean, safe and neat boiler room, basement, work area, district vehicle and all maintenance equipment.
4. Removes snow, ice, debris from walks, steps, and entryways. As necessary, plows all snow where designated. On snow days, cleaning entrances, sidewalks and play areas will be first priority.
5. Loads, hauls, and unloads supplies and equipment, mail, food, and other designated items.
6. Helps unload trucks, receives, checks, and stores supplies.
7. Check maintenance vehicle gasoline daily and fill as required. Maintenance vehicles and power equipment will have oils and fluids checked daily. Visually check equipment and make repairs when possible. Report repair needs or concerns of safety to the maintenance supervisor.
8. Does required tasks such as sweeping, mopping floors, waxing, emptying and cleaning waste receptacles, trash, and pencil sharpeners, refilling towel, soap dispensers, and toilet tissue, removing cobwebs, cleaning windows, cleaning all chalkboards, dusting and polishing furniture and woodwork as necessary.
9. Keeps buildings in a neat and presentable fashion; play areas neat and clean (inside and outside).
10. Regulates heat, ventilation, and air conditioning systems (if applicable) to provide temperatures appropriate to the season and ensures economical usage of fuel, water, and electricity. (Clean and lubricate heating ventilators during heating season, if so assigned.)
11. Raises and lowers the Flag of the United States of America on each school day.
12. Maintains the necessary supplies and equipment to perform custodian tasks. Help keep an inventory of custodial equipment and supplies.
13. Opens and secures the building each day; turns on/off lights.
14. Cleans and maintains custodial equipment and materials.
15. Reports areas that need special maintenance or cleaning to the maintenance supervisor.

## **JOB DESCRIPTION**

### **Custodian**

**Page 2 of 3**

#### Essential Functions: (continued)

16. Assists in moving and arranging furniture and equipment.
17. Makes minor repairs to building, furniture, equipment, and so forth, and reports the need for other repairs to the maintenance supervisor.
18. Replenishes supplies in restrooms; ballasts and light bulbs.
19. Cooperates with others on staff.
20. Assist lunchroom personnel in the housekeeping duties of the kitchen and cafeteria, including the removal of refuse, and the lifting of heavy items. Also assist Booster Clubs in same manner.
21. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
22. Cleans building during the summer under the supervision of the maintenance supervisor, principal, assistant superintendent, and/or local superintendent.
23. Problems of a custodial nature are to be first heard by the maintenance supervisor; if unresolved, then the principal and so forth.
24. Responds to calls related to the building security or other emergencies whenever possible and if unable to do so, relays calls to maintenance supervisor, principal, or other appropriate person.
25. Keeps the schoolyard and fields mowed, trimmed and maintained in a neat and well-kept fashion. Remove all debris such as leaves, paper and litter from grounds. Trim as needed or directed – under fences, around all vertical structures (trees, light poles, flag poles, buildings, and so forth).
26. Checks equipment and makes sure it is ready prior to use.
27. Seed and fertilize lawns where necessary or as per schedule.
28. Trim shrubs and trees where needed.
29. Maintains and prepares athletic fields for practices and competition.
30. At the conclusion of the mowing season, clean, repair, lubricate, and store equipment.
31. At the conclusion of summer cleaning; clean, repair, lubricate and store equipment in proper storage area.
32. Any other duties as assigned by a supervisor.

#### Other Duties and Responsibilities:

1. Serves as role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
2. Helps instill in students the belief in and practice of ethical principles and democratic values; and
3. Conducts all other duties related to the custodians' duties as assigned by the maintenance supervisor, building principal, assistant superintendent, designee or local superintendent.
4. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

**ADDITIONAL WORKING CONDITIONS:**

- 1. Occasional exposure to blood, bodily fluids, and tissue.**
- 2. Occasional operation of a vehicle under inclement weather conditions.**
- 3. Occasional interaction among unruly children.**
- 4. Continually update one's training and education in working and serving the specialized needs to the children they serve.**

**TAWAS AREA SCHOOLS  
BOARD OF EDUCATION**

**JOB DESCRIPTION**

**Title: Custodian**

.....

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority, or designee.