

**EASTERN UPPER PENINSULA INTERMEDIATE SCHOOL DISTRICT  
JOB DESCRIPTION**

***Custodian***

Reports to: Superintendent or designee

Purpose of Position: To provide a clean environment to ensure full and productive use of district facilities. To accomplish these tasks the Maintenance/Custodian must work with the Superintendent and staff.

Period of Employment: 12-month position, 245 days per year, 8 hours per day, schedule to be flexible, plus 15 non-contract days

Minimum Qualifications:

- High School diploma or equivalent with five years of maintenance experience preferred
- Knowledge of the materials, methods, equipment, and practices used in cleaning and minor repair operations
- Must be able to lift 50lbs., and or carry 40 lbs., push, and pull heavy objects or materials
- Must be able to be dependable, conscientious, and able to work independently
- Ability to stand for long periods, kneel, climb, stoop, reach and walk frequently
- Ability to speak, read, and write at a level of proficiency that permits
- Demonstrated mechanical ability
- Show pride in work
- Ability to operate equipment and machinery as needed
- Must have regular and reliable attendance
- Must have a valid driver's license

Duties and Responsibilities:

- Sweeps, mops, and scrubs floor and other surfaces
- Cleans and dusts walls, furniture, fixtures, windows, bathroom stalls, doors, trim and related furnishings
- Clean whiteboards, light fixtures
- Vacuums carpet and stairs
- Extract carpet/chairs as needed
- Renews floor surfaces as needed
- Collects, bags, and disposes of trash and recycling
- Replaces light bulbs/tubes as needed
- Cleans restrooms
- Make necessary room preparations for meetings or other functions
- Lock/unlock doors and windows to classroom and offices
- Keep supervisor of needed repairs or projects
- Remain free of substance abuse and/or illegal drug use at all times
- Perform other duties as assigned

Wages and Fringes:

As established by the EUPISD Board of Education

Evaluation:

Annually, by Superintendent or designee