



# Notice of Vacancy

South Lyon Community Schools  
345 S. Warren  
South Lyon, MI 48178

**PLEASE POST!**  
**Internal/External**

**POSITION:** CUSTODIAN

**LOCATION:** District Wide Roving Custodian

**RESPONSIBILITIES  
GENERAL DUTIES:** See Attachment

**TERMS OF  
EMPLOYMENT:** 3:30 p.m. to 12:00 a.m.  
40 hours per week  
Monday through Friday - year round position  
(hours may vary as determined by Manager of Operations)

**RATE OF PAY AND  
FRINGES:** Per Master Agreement

**BEGINNING DATE:** As soon as Feasible

**DEADLINE FOR  
APPLICATION:** Internal: February 6, 2023 @ 12:00 p.m.  
External: Until Filled

**APPLICATION:** Submit letter of interest to:  
Jerry Carroll, Assistant Manager of Custodial and Facilities  
[Carrollj@slcs.us](mailto:Carrollj@slcs.us)

Applications accepted via Frontline Consortium  
<https://www.applitrack.com/oaklandschools/onlineapp/>

**DATE OF POSTING:** January 30, 2023

# South Lyon Community Schools

## Job Description

### Custodian

- QUALIFICATIONS:**
1. Must be a high school graduate; ability to read, write and follow directions: possess manual dexterity to mop, scrub, operate equipment and climb; be free from allergies to dust, mold and a wide variety of chemicals; desire to perform manual labor.
  2. Ability to learn to use a wide variety of custodial equipment, supplies and materials.
  3. Ability to prioritize multiple tasks
  4. Must pass physical.
  5. Must pass criminal history background check
  6. Must have good attendance record.
  7. Must have neat work habits.
  8. Ability to get along with students, staff and general public.
  9. Must have a valid driver's license.
  10. Must have transportation with the ability to go to various district locations during work hours.
  11. Must possess experience in custodial work within a commercial or public facility environment to carry out the assigned duties.
  12. Experience in the operation of various commercial cleaning equipment is preferred.

**REPORTS TO:** Assistant Manager of Custodial and Facilities,  
Building engineer and building administrator.

- GENERAL DUTIES:**
1. Cleans and sanitizes restroom facilities and fixtures including sinks, urinals and toilet; washes window, windowsills, mirrors and walls; clean and sanitizes showers as assigned; replenishes supplies in the restrooms.
  2. Sweeps, vacuums mops waxes, strips, and polishes floors; pre-spots carpet; vacuum and shampoo carpets.
  3. Empties, cleans and sanitizes waste receptacles; picks up papers and other debris.
  4. Cleans and dusts furniture, air vents, doorframes, doors, door kick plates, and baseboards.
  5. Maintains custodial closets in a clean, safe and operable condition.
  6. Communicate effectively with others.
  7. Attend training seminars.
  8. Work overtime as requested/required.
  9. Inventory materials as needed.
  10. Will be required to move building furniture.
  11. Will be required to work from ladders, scaffolding as job responsibilities require.
  12. Assist building engineer as requested.
  13. May be requested to perform building/site maintenance.
  14. Checks building use schedule for events requiring special setup, cleaning or service.
  15. Checks and secures unoccupied sections of the building and reports the presence of unauthorized persons.
  16. May be required to respond to call-back emergencies
  17. Perform other duties as assigned.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL  
REQUIREMENTS:**

Medium work: Exerting 20 to 70 pounds of force occasionally, or 10-25 pounds of force frequently or greater than negligible up to 10 pounds of force constantly to move objects. Works on ladders up to 12 feet; often lifts 60 pounds at a height of three (3) feet repetitively; handles and mixes chemicals per directions on labels; wears rubber gloves several hours per day; works at varying in times, areas as assigned. Physical demand requirements are in excess of those for light work.

**PHYSICAL  
DEMAND:**

1. Stopping: Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles.  
Frequent - Activity exists up to 1/3 to 2/3 of the time.
2. Crouching: Bending the body downward and forward by bending legs and spine. Frequently- Activity exists up to 1/3 to 3/3 of the time.
3. Kneeling: Bending legs at knee to come to a rest on knee or knees.  
Frequently - Activity exists up to 1/3/ to 2/3 of the time.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ENVIRONMENTAL  
ADAPTABILITY:**

1. Wet and/or Humid: Contact with water or other liquids or exposure to non-weather-related humid conditions.  
Frequently - Condition exists up to 1/3 to 2/3 of the time.
2. Noise: the noise intensity level to which the worker is exposed in the job environment  
Level - Moderate

While performing the duties of this job, the employee regularly works near and with moving mechanical equipment. The employee may frequently work with toxic or caustic chemicals such as was strippers and various cleaning chemicals.

*The information contained in this job description is for compliance with the disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties as assigned.*