

**Alanson Public Schools**  
**CUSTODIAL**  
**JOB DESCRIPTION**

**Qualifications:**

- High school diploma or equivalent preferred
- Knowledge of cleaning equipment and use of supplies
- Strong interpersonal skills
- Ability to work cooperatively with students, staff, parents and administrators
- Ability to maintain and respect confidentiality
- Be self-motivated

**Essential Duties and Responsibilities:**

- Clean and maintain his or her assigned area
- Adhere to all standards outlined in the custodial handbook (To be developed)
- Maintain an updated file within the central office of material safety data sheets for all chemical products and or cleaning supplies
- Other duties or responsibilities as assigned by the supervisor

**Days/Hours/Pay:**

- Monday – Friday 5:00 PM. to 10:00 PM
- \$10.00 per hour

**Overall Job Goal:** To produce a safe, clean, and comfortable environment

**Reports To:** Superintendent

**Evaluation:** Annually by the Superintendent

**To apply visit:**

<https://www.applitrack.com/charemid/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=517>