

WAVERLY COMMUNITY SCHOOLS

Position Announcement

Job Title:	Class BB Head Custodian		
Location:	Elmwood Elementary	Start Date:	November 2025
Salary Range/ Level:	Per the current Teamsters Master Contract - \$19.14/hr	Terms of Employment	52 weeks
Date Posted:	October 24, 2025	Application Deadline:	November 2, 2025@ 4pm
Application Process:	A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u> . (See application instructions at Class BB Head Custodian Elmwood Oct 2025) Resume and cover letter may be: • Attached within the online application (preferred) • Faxed: (517) 321-8577 • Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917		
Job Description			
<u>JOB SUMMARY</u> A Head Custodian performs all the duties of a Class C and B custodian. As the Head Custodian, they are the primary point of contact for all building staff and administrators. In addition, they are responsible for building safety and are required to do door checks, making sure appropriate doors are open for events, and checking building mechanicals such as the boiler or pool. A Head Custodian works independently as well as with a team performing work of a routine and recurring nature in accordance with defined procedures and guidelines. The nature of the work requires adherence to district and state procedures, policies, and regulations. The Head Custodian interfaces with district staff regularly, which requires a high level of professional decorum, calm, and the ability to communicate effectively. <u>ESSENTIAL JOB FUNCTIONS</u> <i>Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:</i> The Assistant Head Custodian must be able to perform all essential functions for class C General Custodian and assist the Head Custodian in addition to the following: • Assist the head custodian in ordering supplies.			

- Be aware of areas that are below standard and work with that custodian to correct.
- Assist on-site custodians with locating equipment and materials needed.
- Maintain and repair all equipment as capable and report all malfunctions to supervisor promptly.
- Organize on-site custodians to get events or emergencies handled as effectively as possible.
- Submit work orders when appropriate.

The Head Custodian must be able to perform all essential functions for Class C General Custodian in addition to the following:

- Ordering supplies and materials for cleaning and completion of work orders.
- Work with the supervisor on event or overtime coverage.
- Act as a messenger for the supervisor when relaying memos or areas of concern.
- Work with supervisor to create task list for breaks and summer cleaning.
- Be aware of areas that are below standard and work with that custodian to correct.
- Assist on-site custodians with locating equipment and materials needed.
- Maintain and repair all equipment as capable and report all malfunctions to supervisor promptly.
- Organize on-site custodians to get events or emergencies handled as effectively as possible.
- Submit work orders when appropriate.
- Playground inspections and maintenance.
- Maintaining seasonal equipment.
- Boiler and pool readings at least once per shift.
- Contact the supervisor with any emergencies or security issues immediately.
- Regularly check Email and work orders to ensure everything is on schedule and all issues are handled promptly.
- Have a radio on their person and be available anytime there are staff, or the public is in the building.
- Assist in maintaining building grounds when required.
- Conducts oneself in accordance with the highest degree of decorum at all times representing the district.
- Assures accuracy of deliveries by verifying quantities.
- Maintains regular and consistent attendance and punctuality.
- Learns and utilizes new technologies/tools as needed by the district.
- Takes appropriate action to resolve immediate safety issues to ensure a safe and efficient working environment.
- Maintains effective working relationships with all school staff and community members.
- Other duties as assigned.

QUALIFICATIONS

Education and Experience:

- High School Diploma
- Valid Driver's License or Reliable Transportation

Preferred Qualifications:

- Previous custodial experience

Qualifications and Skills

- Must be able to operate all custodial equipment including floor scrubbers, riders, extractors, KaiVacs etc.
- Must be able to work with accuracy and attention to detail to meet deadlines.
- Ability to read and understand multi-step written and verbal instructions.
- Willingness to obtain a Certified Pool Operators license (CPO).
- Ability to perform basic math calculations.
- Must demonstrate understanding of basic health standards to comply with district and state regulations.
- Must demonstrate flexibility to adapt to changing working environments.

Knowledge, Skills and Abilities:

Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to demonstrate the character traits of respect, responsibility, honesty, and caring when interacting with staff, students, and community members.

ADA REQUIREMENTS

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

The Class B custodian works indoors and occasionally outdoors in the case of snow removal or removing trash/debris from the immediate vicinity of the building. Most of the Class B custodian's work time involves undertaking activities while standing, walking, or driving.

WORK ENVIRONMENT

The Head Custodian works indoors and occasionally outdoors in the case of snow removal or removing trash/debris from the immediate vicinity of the building. Most of the Head Custodian's work time involves undertaking activities while standing, walking, or driving.

MENTAL FUNCTIONS

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

Notice of Non-discrimination

The Waverly Community Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.

Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [\(517\) 319-3031](tel:5173193031) or msavage@waverlyk12.net.