WAVERLY COMMUNITY SCHOOLS
Position Announcement

Job Title:	**Custodian – 2nd Shift Class C**		
Location:	Elmwood Elementary	**Start Date:**	Immediate
Salary Range/ Level:	As per the salary schedule contained in the Teamsters Master Agreement $17.95/hr	**Terms of Employment:**	8 hours per day 2nd Shift
Date Posted:	November 12, 2026	**Application Deadline:**	Until filled
ALL APPLICANTS:	A COMPLETED ONLINE APPLICATION IS **REQUIRED**. See application instructions at: Custodian Class C 2nd Shift Elmwood Nov 2026 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

JOB SUMMARY

The custodian is responsible for keeping assigned building(s) clean, safe, functional, and secure in accordance with prescribed codes and established district policies and standards. A custodial worker must maintain all assigned building(s) in a state of operational excellence such as they present no interruptions, distractions, or obstacles to the education program.

ESSENTIAL JOB FUNCTIONS

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:

- Perform regular custodial duties in assigned area(s) of building(s).
- Communicate with custodial team daily.
- Provide services as necessary to support curricular and extracurricular events and activities.
- Restock custodial/maintenance items and provide head custodian/supervisor with inventory usage data.
- Clean and preserve designated spaces, equipment, furniture, etc. in the building(s).
- Assist visiting members of the public who are utilizing the facilities.
- Maintain work related records and prepare reports as directed.

- Project a positive image for the school district with custodial team, whenever the public, guest, or visitors are in the building.
- Work closely with the head custodian/supervisor and/or building administrator(s) to be prepared for scheduled evening activities and unscheduled events as needed.
- Preform snow removal as needed.
- Maintain building and grounds security by opening/closing the building each school day and during special events as directed.
- Work on call as needed at any time for emergency repairs, equipment monitoring, overtime, or special need falling outside of normal working hours.
- Identify and schedule work to be performed during summer, winter, and spring break.
- Preform light maintenance task as assigned such as but not limited to changing light bulbs, replacing ballast, painting, replacing ceiling tiles, and repairing/troubleshooting bathroom fixtures.

Daily Duties

- Check daily activities schedule to if any special equipment is to be setup.
- Preform general cleanup any and all incident as they arise.
- Snow removal (as needed) from sidewalks. Please note that snow should be removed as it falls when possible and down to bare concrete from edge of walk to edge of walk.
- Inspect entrances and sidewalks for damage, clutter/dirt, malfunction, or other hazards.
- Vacuum all entrance mats, outside mats, and clean sidewalk up to 10 feet from entrance.
- Wet mop inside of entrances if wet or in poor condition.
- Sweep all stairways.
- Vacuum all carpeted corridors, walkways, and 10 feet inside doorway for each room.
- Clip carpet strings, as necessary.
- Remove all spots from carpet where possible.
- Extract soiled areas of carpet as needed.
- Remove gum from floors.
- Dust mop and sweep corners of all tiled classrooms and adjacent rooms. Wet mop if needed.
- Spot vacuum all classrooms, offices, and other carpeted areas. Pick up any debris on floor.
- Make sure rooms appear orderly.
- Empty all trash/recycling containers. Rinse/wash as needed.
- Place all trash in dumpsters.
- Remove all marks from walls and lockers nightly.
- Replace defective light bulbs as needed.
- Wash all main entrance windows.
- Thoroughly clean all surfaces in restrooms, check for graffiti/vandalism.
- Other duties as assigned.

QUALIFICATIONS

Education and Experience:

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

Preferred Qualifications:

- Previous custodial experience

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.

WORK ENVIRONMENT

The noise level in the work environment is usually loud to moderate. Work is performed indoors and outdoor.

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) or msavage@waverlyk12.net.