

## POSITION DESCRIPTION

TITLE: Custodian - Shift Supervisor

DATE: July 11,2001

DEPARTMENT: Hannahville Indian School

REVISED: February 14, 2005

DIVISION: N/A

**POSITION SUMMARY:** Performs the daily routine cleaning and scheduled cleaning of the entire school, VISIONS Center, Health Department, Administration, Construction Building, Community Center, Teen Center and Carpenters Building. Maintain the grounds as necessary.

**SUPERVISION RECEIVED:** Works under the direct supervision of the Janitorial Superintendent and or shift supervisor and the School Principal/Superintendent and indirectly for other Tribal Administrators.

**SUPERVISION EXERCISED:** Supervises 8 full time or substitute janitors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** On a daily basis, empty and clean all trash cans, vacuum, sweep & mop floors, mop chair mats and dust window sills. Daily cleaning of all bathrooms to included wiping down tile walls, fill dispensers, cleaning/scrubbing of sinks and toilets.

Perform scheduled cleaning of windows, stripping and waxing floors and cleanng upholstered office chairs.

Grounds: snow removal, sand and/or salt walkways areas as directed. Mow grass and perform general cleanup of grass areas.

**PERIPHERAL DUTIES:** Other related duties as assigned by specific buildings and shift..

### DESIRED QUALIFICATIONS:

Education: High School Diploma, GED or currently enrolled in the Adult Education program.

Experience: N/A

Knowledge: Knowledge of general janitorial practices and safety procedures.

Skill and abilities: Skills in operating related equipment and the ability to carry out assigned duties to completion.

Must possess a valid Michigan drivers license, have a clean driving record and a home

telephone. (If no home telephone the applicant may have a reliable message service number.)

**TOOLS AND EQUIPMENT USED:** Automated floor scrubbers and vacuum cleaners. Lawn tractors and trimmers, and snow removal equipment. Safety equipment as required

**PHYSICAL DEMANDS:** Must be able to lift approximately 75 pounds to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**WORK ENVIRONMENT:** The noise level is usually pleasant and comfortable, ear and eye protections may be required for assigned duties. Other Safety equipment/gear may be required.

**SELECTION GUIDELINES:** Completed employment application and resume, if desired, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are examples of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and requirements of the job change.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Employee

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Custodia Supervisor

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Principal