INTERESTED IN BECOMING A SUBSTITUTE CUSTODIAN?

Coleman Community Schools
4823 N. Coleman Schools Rd., Coleman, MI 48618

Coleman Community Schools is looking for energetic and detailed self-starters who are interested in working as a substitute custodian for 4- and 8-hour shifts, starting at minimum wage. We are considering those who just want a few hours a week and for the right person who is motivated, it could become a full-year daily substitute position at a potentially higher wage rate. Those who show their commitment to the role also have the option of applying for positions as they become available.

This position is hired through Willsub and is not a Coleman Community Schools' contracted position. If interested, please contact Kerry Berthume at 989.465.6060 or send your letter of interest to kberthume@colemanschools.net . You will also need to sign up at willsub.com and complete the paperwork to be considered for this position.

QUALIFICATION REQUIREMENTS: to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Duties include but are not limited to the following:

- Attention to detail in all facets of the job to continually improve facilities
- Maintains a sense of urgency in completion of tasks
- Assist workers engaged in performing daily maintenance/cleaning of the facility, the grounds, and the coverage and set up of daily activities
- Maintain the appearance and safety of the assigned buildings
- Maintain inventory and operate other electrical and mechanical equipment such as clocks, bells, fire alarms and fire extinguisher
- Assemble and make minor repairs to furniture, equipment and facilities
- Help to load, unload, and move supplies, items and other equipment, communicate and inform supervisor of problems and concerns
- Sweep, shovel, snow blow snow from steps and walks at the building entrances and salt icy steps and walkways as necessary
- Position includes daily maintenance
- Maintain security of the building; ensure proper care and use of supplies and equipment
- Maintain facilities and equipment so they are clean and sanitary which may include the clean-up of bodily fluids
- Replace light ballasts, electrical switches, and outlets; assist with all school safety drills; complete and maintain required records and reports
- Perform other duties as assigned
- Maintain regular and timely attendance

PHYSICAL DEMANDS: 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 and are indicated as above. While performing the duties of this job, the employee is frequently required to stand, walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms such as to operate vibrating machinery. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climb on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 50 pounds. Occasionally the employee will lift and/or move up to 90 lbs. The employee will sometimes push/pull items such as tables, scaffolds, and cabinets. Noise level in the work environment is usually moderate to loud. The employee will frequently interact with students, staff and occasionally the public.

The information contained in this flyer is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.