IOSCO REGIONAL EDUCATIONAL SERVICE AGENCY
27 N. Rempert Rd.
Tawas City, MI 48763
Phone 989.362.3006/ Fax 989.362.9076
www.ioscoresa.net

Vacancy Notice

Position: Custodial Person – part time – 15 hours per week

Reports to: Director of Alternative Educational Academy of Iosco County

Qualifications: Must be a high school graduate or equivalent, have a valid driver's license

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

1. Directly responsible to the Director of AEA.
2. Perform the assigned work schedule following approved custodial job procedures.
3. Correct minor maintenance problems in the building(s).
4. Perform assigned duties in the care of grounds, i.e. removal of snow and ice from sidewalks
5. Maintain neat and clean appearance when on duty.
6. Project a positive image for the school district with all district employees, whenever the public, guests, or visitors are in the building.
7. Maintain proper and neat storage areas for custodial supplies and equipment in the area of the building assigned.
8. Maintain building and grounds security by opening/closing the building each school day and during special events as directed.
9. Maintain good sanitary conditions of building facilities.
10. Report problems noted in the building to Director of AEA and Maintenance Coordinator.
11. Must be familiar with the proper operation and care of custodial mechanical equipment.
13. Must have knowledge of institution cleaning procedures.
14. Work on call as needed at any time for emergency repairs, overtime, or special needs falling outside the normal work hours.
15. Other duties as assigned.

Application Deadline: until filled

Application Procedure: Please submit a cover letter and resume to:
Iosco RESA
Attn: S. Grover
27 N. Rempert Road
Tawas City, MI 48763
989.362.9076 (fax)
sgrover@ioscoresa.net

The Iosco Regional Educational Service Agency does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. Title IX and 504 coordinator: Special Education Director, 27 N. Rempert Road, Tawas City, MI, 989-362-3006.