

# Boyne Falls Public School

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## **Custodial POSTING**

November 22, 2017

### **Full-time Custodian**

Boyne Falls School has an opening for a Custodian beginning December 4, 2017.

Persons interested must be able to demonstrate or show evidence of quality experiences with janitorial duties. Principle job duties include maintaining clean and orderly condition by performing any combination of the following duties: Sweeps, mops, scrubs, and vacuums hallways/classrooms, stairs, office space, restrooms, etc. Cleans, waxes and polishes floors by hand or machine. Removes dirt and blemishes from floor using various cleaning solvents and compounds according to composition of floor. Empties trash and garbage containers. Assists maintenance personnel as needed. May perform light maintenance duties using hand tools. Notifies supervisor concerning need for building repairs. Works with supervisor in maintaining inventory of custodial supplies/equipment. Cleans debris, snow and ice from sidewalk and fire exits. Assists building personnel with daily needs in relation to the lunch program and activity/event needs such as set up, take down and clean up. Monitor building security and safety by unlocking doors at designated times and locking doors after operating hours.

The successful candidate must exhibit strong organizational skills and the ability to communicate effectively with the various populations they will be working with.

#### Performance Responsibilities:

- Positive communication with students and parents.
- The professional and personal characteristics necessary for working effectively with students, parents, school personnel and the community.

Please direct questions to Cynthia Pineda at 231-549-2211 or e-mail at [cpineda@boynefalls.org](mailto:cpineda@boynefalls.org)

Persons who are interested in this position should submit letters of interest and list of references on or before **3:30 p.m. Wednesday, November 29** to:

Cynthia Pineda, Superintendent  
Boyne Falls Public School  
P.O. Box 356  
Boyne Falls, MI 49713

Notice of Nondiscrimination: Boyne Falls Public School does not discriminate on the basis of basis of religion, race, color, national origin, sex, disability or age in its programs, activities or employment. In addition, it is the policy of this District to provide an equal opportunity for all students, regardless of gender, religion, race, color, national origin or ancestry, age, disability, marital status, place of residence within the boundaries of the District, or social or economic status, and/or any other legally protected characteristic, to learn through the curriculum offered in this District.

Inquires related to discrimination on the basis of disability should be directed to Section 504 Coordinator: P.O. Box 356, Boyne Falls, MI 49713, or by calling 231-549-2211. Direct all other inquires related to discrimination to: Superintendent, P.O. Box 356, Boyne Falls, MI 49713, 231-549-2211.