



SCHOOL DISTRICT OF SHIOCTON

N5650 Broad St, P.O. Box 68, Shiocton, WI 54170-0068
(920) 986-3351 • Fax (920) 986-3291

School Custodian Job Description

The School District of Shiocton is seeking a full time Custodian. As a custodian, you will play a vital role in maintaining the cleanliness and functionality of our school facilities, ensuring a safe and pleasant environment for students, staff, and visitors.

Hours of School Year = 3:00PM – 11:00PM, Monday – Friday

Employment: Summer = 7:00AM – 3:00PM, Monday – Thursday *and* 6:00AM – 2:00PM, Friday

General Qualifications:

- High school graduate/GED
- Possess a valid Wisconsin Driver's License
- Two years (or more) of related experience preferred
- First aid and CPR certification or willingness to obtain
- Wisconsin Certified Pest Applicators license or willingness to obtain.

Performance Qualifications:

- Ability to work independently, demonstrate self-motivation
- Ability to work positively, cooperatively, and courteously with student, staff, parents, co-workers, administration, and community members
- Ability to take direction and follow instructions from supervisor(s)
- Maintain strict confidentiality.

Minimum Physical Abilities:

- Physical stamina and ability to consistently bend, lift, stoop, reach, walk stairs (up/down), and perform other movements associated with cleaning, scrubbing, and performing other duties, tasks, and responsibility.
- Remain on feet for lengthy periods of time
- Work at heights above five (5) feet off of the floor
- Consistently lift up to 50 pounds
- Effectively operate a variety of tools and equipment, including riding floor scrubber, hand-held scrubber, handheld tools, power tools, power washer, shovels, brooms, mops, etc.
- Tolerance for and ability to work with chemicals, paints, fuel, lubricants, fertilizers.
- Tolerance for and ability to work in different weather conditions with exposure to the elements
- Ability to work hours scheduled, including an occasional weekend.

The School District of Shiocton does not discriminate on the basis of race, sex, color, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.

Duties, Tasks, and Responsibilities:

- Keep the building and premises clean at all times.
- Clean offices, classrooms, restrooms, kitchen, cafeteria, elevators, storerooms, lobbies, hallways, vestibules, and other areas of school facilities.
- Dust, mop, sweep, vacuum, disinfect, and clean all assigned areas daily.
- Scrub and disinfect toilets, floors, bathroom fixtures, and drinking fountains daily.
- Wash windows both inside and outside as necessary.
- Move furniture, equipment, and supplies within the building as directed.
- Assist with set-up and take down of event and meeting spaces.
- Maintain entrances and immediate exterior area for cleanliness and safety, removing waste, snow, ice, leaves, etc.
- Assist with laundry for the building.
- Empty trash receptacles and dispose of waste properly daily.
- Ability to operate multiple pieces of equipment, re: movers, skid loader, tractors, painters, buffers, waxers, etc.
- Perform work such as prepping floors for wax, deep cleaning classrooms, cleaning carpets, and moving classroom furniture, most often done over breaks and during the summer.
- Ability to work with hand tools, gardening/landscaping/lawn tools, and power equipment.
- Monitor inventory of cleaning supplies and equipment and notify supervisor when supplies need to be replenished.
- Any and all other duties, tasks, and responsibilities as assigned by supervisor or District Administrator

Salary/Benefits: Salary is commensurate with background, education, and experience. Benefits include professional development opportunities, paid time off, access to on-site child care services, and complimentary membership to the Shiocton Fitness Center and fitness instruction.

Application: Interested candidates should submit a letter of interest, resume, and three recent letters of recommendations to Ryan Micke, Facilities Director at PO Box 68, Shiocton, WI 54170 or by email to rmicke@shiocton.k12.wi.us by April 17, 2024.



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Hours of employment vary throughout the calendar year: School Year = 3:00PM – 11:00PM, Monday – Friday; Summer = 7:00AM – 3:00PM, Monday – Thursday *and* 6:00AM – 2:00PM, Friday.

General responsibilities and tasks include keeping the building and premises clean, including mopping, sweeping, dusting, vacuuming, and the like for all classrooms and other rooms in the building. Additional duties, responsibilities, and tasks as assigned. Candidates must be able to bend, lift, stoop, reach, walk, climb stairs, and lift up to 50 pounds regularly. Candidate must be able to demonstrate physical stamina including walking and standing for eight (8) hours or more at a time. A full job description can be found by visiting: https://www.shiocton.k12.wi.us/district/employment_opportunities.cfm .

Minimum Qualifications: Candidates will possess a high school diploma or GED and a valid WI Driver's License. Preference may be given to candidates with two (2) or more years of related experience, as well as those with First Aid and CPR certification or willingness to obtain and Wisconsin Certified Pest Applicators license or willingness to obtain.

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