



## SCHOOL DISTRICT OF SHIOCTON

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

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### **School Groundskeeper/ Maintenance/ Custodian**

The School District of Shiocton is developing a pool of candidates for a full-time position on our custodial team. As a member of our groundskeeper and general maintenance custodial team, you will play a vital role in maintaining the cleanliness and functionality of our indoor and outdoor school facilities, ensuring a safe and pleasant environment for students, staff, and visitors.

**Hours of employment** 6:00AM – 2:00PM Monday – Friday; with an option for hour reduction during winter months.

**General responsibilities** and tasks include keeping the building and premises clean, maintain school grounds to an excellent degree to convey pride, care, and stewardship of the District's grounds. This includes but not limited to landscaping, lawns, athletic fields, tree maintenance, irrigation systems, playgrounds, planting beds, plowing snow, maintaining equipment, and performing other duties as required. 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.

**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.

**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](mailto:rmicke@shiocton.k12.wi.us) by **May 3, 2024**.



## **Outside Groundskeeper/ Maintenance / Custodian**

### **Job Description**

The School District of Shiocton is developing a pool of candidates for a full time position on our custodial team.

#### **QUALIFICATIONS:**

- Ability to deal positively and courteously with students, parents, staff, and co-workers.
- Willingness to take direction and follow instruction from supervisors.
- Physical ability to lift a minimum of 90lbs. (hoses for water, lime bags, clay infield bags, water softener salt).
- Remain on feet for lengthy periods of time.
- A proven history of good attendance.
- Ability to operate a variety of equipment including mowers, a snow brush, tractors, etc.
- Ability to use a variety of landscaping, mechanical, and carpentry tools, including power tools.
- Ability to communicate and collaborate effectively with the athletic director, principals, coaches, teachers, and the general public verbally and in writing.
- Ability to record and deliver information, explain procedures, and follow instruction.
- Ability to work effectively outdoors under a variety of conditions.
- Ability to work outside of normal work hours if needed.

#### **GROUNDSKEEPER/MAINTENANCE RESPONSIBILITIES:**

- Keep building and premises clean at all times.
- Move furniture, equipment, and supplies within the building as directed.
- Maintain entrances and immediate exterior area for cleanliness and safety, removing waste, snow, ice, leaves, etc.
- Deposit of waste and/or recyclables to the correct containers.
- Responsible for taking prideful care of the school's landscaping, lawns, tree maintenance, playground, and athletic fields.
- Plowing, shoveling, and salting paved areas as required, including being on-call for after-hours snow clean-up during the cold season.
- Responsible for communication with the school's snow plowing contractor to execute a safe and timely plan of snow removal.
- Performing maintenance and small repairs on school equipment and fleet vehicles.
- Provide backup for shipping and receiving when needed.
- Be open minded for different tasks during summer work such as prepping floors for wax, deep cleaning classrooms, cleaning carpets, and moving classroom furniture.
- Ability to operate multiple pieces of equipment, re: mowers, skid loader, tractors, painters, buffers, waxers, etc.
- Ability to work with hand tools, gardening/landscaping/lawn tools, and power equipment.
- Flexible schedule to cover weekend events on a few occasions throughout the calendar year.

- Work cooperatively with staff in fulfilling the mission and focus of the School District of Shiocton.
- Other duties assigned by the Director of Facilities & Grounds.

**CUSTODIAL 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.
- Assist with laundry for the building.
- Empty trash receptacles and dispose of waste properly daily.
- 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.
- 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