

Northern Cass Custodian Position

This position will report to the Superintendent and Activities Director. The qualifications for this position are established by the Board of Education. Qualified applicants should possess the skills of accountability, adaptability, communication, leadership and a learners mindset. In addition, qualified applicants should have a strong work ethic, be willing to collaborate, and work independently.

This position will provide learners with a safe, comfortable, and clean place in which to learn. This employee will be available in the building at school events held after normal school hours. This includes, but is not limited to, athletics, music concerts, conferences, and meetings.

Major Duties:

1. Abide by the work schedule.
2. Suggest changes for improvement of the school facility.
3. Know the type and amount of supplies to use as well as the correct methods of using them.
4. Inform the Director of Building Operations when supplies are needed to order.
5. Clean designated areas as assigned.
6. Turn off the lights and secure doors after everyone has left the building or other arrangements have been made.
7. Report any unusually messy areas to the Superintendent.
8. Assist in maintaining a safe school.
9. Provide proper care of building, sites, furniture and various kinds of equipment, supplies, and instruction materials.
10. Bring complaints, problems, and questions to the attention of the administration.
11. Adhere to school policies and procedures.
12. Maintain the confidentiality of learners and educators. Any information regarding classroom or school behavior, and/or personal information will be kept confidential and discussed only with the proper school personnel.

Applicants will submit their materials via email (send all materials in one PDF) to cory.steiner@northerncassschool.com

The application materials must include a cover letter, resume, and three references. Position is open until filled.