

# Full-Time Custodian Positions

Humphrey Public Schools is taking applications for two full-time custodians, one day time custodian and one afternoon/evening custodian. 40 hours a week, day-time shift is 7:30-3:30 and the afternoon/evening shift is 3:30-11:30 pm. Summer hours will be 7:30 a.m.-3:30 p.m.

Qualifications: High School Diploma and must be able to read and comprehend written work & instructions (instructions on the correct use, care and storage of custodial equipment and chemicals). Ability to read and use information obtained from written sources, visual displays and measuring devices. Ability to receive and process verbal information and to respond to non-verbal sounds. Ability to detect job-related information based on sensory perception (touch and odor). Ability to make independent job-related decisions with little supervision.

## ESSENTIAL JOB FUNCTIONS:

1. The primary responsibilities include maintaining a clean, sanitary and safe interior environment for students and staff, perform minor repairs of building furniture, fixtures and custodial equipment as necessary.
2. Perform major cleaning tasks such as vacuuming, wet-mopping, sweeping, dusting, emptying trash (lifting waste paper and debris – maximum of 55 lbs.) and disinfecting drinking fountains and other areas.
3. Clean restrooms/locker rooms including floors and all fixtures (i.e.: urinals, toilets, sinks, mirrors, partitions, and counters). Ensure these rooms are clean & disinfected.
4. Wash windows and sills including doors.
5. Perform ongoing tasks such as replacing light bulbs (climb ladders up to a height of 10 feet), filling dispensers, and lifting furniture, boxes, and cafeteria tables-maximum of 55 lbs.
6. Make minor building repairs and promptly report major repairs needed to the Superintendent.
7. Some weekend work as necessary to meet school events and facility schedules.
8. Ensure that all doors and windows are appropriately locked.
9. Facilities and event setup and teardown for activities.
10. Must be able to go up and down stairs frequently, as well as regular bending and standing as needed in a daily shift.
11. Assist in major clean-up in summer such as washing desks and chairs, washing down walls, painting, stripping and waxing floors, etc.

## ADDITIONAL JOB FUNCTIONS:

1. Maintain a professional relationship with students, staff, administration and community patrons.
2. Complete paperwork to include time cards, ordering of custodial supplies, chemicals, materials, etc.
3. Attend meetings as scheduled by Superintendent and other administrators.
4. Reports to the Superintendent of Schools.

These positions will start on or after May 1, 2022 with screening & interviews beginning asap.

Humphrey Public offers a competitive starting pay at \$21.00 an hour with a comprehensive benefit package that includes single BCBS health/dental insurance, paid vacation, 5 paid holidays, and enrollment with employer match in the Nebraska Public Employees Retirement System.

Questions about these positions should be directed to the Superintendent. Interested applicants should send a completed [Classified Employees Application](https://www.humphreybulldogs.org/) posted on our website (<https://www.humphreybulldogs.org/>) under District Info, then on Employee Opportunities along with a letter of interest, resume, and list of references to:

Greg Sjuts, Superintendent  
Humphrey Public Schools  
405 South 7<sup>th</sup> Street  
Humphrey, NE 68642  
gregsjuts@humphrey.esu7.org  
Accepting applications until filled.  
EOE Employer