

Full-Time Custodian Position

Humphrey Public Schools is taking applications for one full-time custodian. This position is 40 hours a week. The shift would either be a morning or evening shift. Summer hours will be approximately 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.

This position will start on or after May 1, 2023 with screening & interviews beginning asap.

Humphrey Public offers a competitive starting hourly pay 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 resume and list of references to:

Brice King, Superintendent
Humphrey Public Schools
405 South 7th Street
Humphrey, NE 68642
briceking@humphrey.esu7.org
Accepting applications until filled.
EOE Employer