



**JOB TITLE:** FULL-TIME BUILDING CUSTODIAN WITH BENEFITS

**REPORTS TO:** Director of Operations and Assistant Director of Operations

**POSTING DATE:** December 1, 2022

**POSTING END DATE:** Until Filled

[Custodial Master Agreement](#)

**DISTRICT DESCRIPTION:** Benzie Central Schools serves over 1,400 students K-12 and encompasses over 350 square miles in the beautiful terrain of Northwest Michigan. The Early Childhood program is housed in Lake Ann Elementary and Crystal Lake Elementary consisting of programs serving 3 and 4 year olds in partnership with GSRP and Head Start. There are six villages in the district, which is also convenient to the cities of Traverse City, Manistee, and Frankfort. Benzie Central has 3 elementary schools serving grades K-5, a middle / high school serving grades 6-12, and an alternative high school.

#### **QUALIFICATIONS**

- High School Diploma or equivalent
- Responsible and Dependable
- Team Player
- Strong Communication
- Willingness to Learn and Grow
- Time Management
- Such alternatives to above qualifications as the Board of Education may find appropriate and acceptable.

#### **EVALUATION:**

Performance of this job will be evaluated annually by the Director of Operations



#### **TERMS OF EMPLOYMENT:**

- Starting wage \$16.00 per hour
- Health Insurance
- Retirement
- Sick/Funeral Leave
- Personal Business Leave
- Vacation Days
- Longevity
- Uniform Allowance
- Attendance Incentive
- 8.0 HRS per Day / 260 days a year.

#### **PRINCIPLE ACCOUNTABILITIES:**

- Performs general, routine custodial duties, to include dusting, mopping, vacuuming, cleaning restrooms, and restocking paper and soap supplies.
- Sanitation and disinfect.
- Washing, waxing, and polishing floors
- Keeps building and property in clean and orderly condition.
- Promotes employee and facility safety.
- Event and Athletic Event set up
- Employees must wear a Benzie Central logo shirt during working others. Exceptions to this policy must be approved by the Director of Operations
- Other related duties as assigned by the Director of Operations or Superintendent of Schools.

Interested applicants should submit an application and attach materials including a resume and cover letter to Catina Crossman, Executive Assistant to the Superintendent –

9300 Homestead Rd. Benzonia, MI. 49616 or email [crossmanc@benzieschools.net](mailto:crossmanc@benzieschools.net)

<https://northwested.tedk12.com/hire/index.aspx> (apply online)