

## INDEPENDENT SCHOOL DISTRICT NO. 676

P.O. Box 68

110 Carpenter Avenue East

Badger, Minnesota 56714-0068

Phone: (218) 528-3201

Fax: (218) 528-3366

Website: badger.k12.mn.us

### Custodian – Afternoon/Night PM Lead Custodian

- **Full-time 40 hours per week, twelve-month position; days of service Mondays through Fridays**
- **School days/weeks: Monday-Friday approximately 3:00 p.m. to 11:30 p.m.**
- **School day duty hours are subject to change contingent upon events and/or snow and ice removal needs**
- **Non-school days/weeks: 8 hours per day and/or 40 hours per week (to be determined)**
- **Duty hours may be 7:00 a.m. to 3:30 p.m. when school is not in session**

For your convenience, there are three ways interested candidates may apply:

1. Interested candidates should access, print, and complete an application that can be found at our website:  

[www.badger.k12.mn.us](http://www.badger.k12.mn.us)  
>click on “About Us”  
>click on “Employment Opportunities”  
>click on “Badger School Non-certified Application”
2. Interested candidates may also stop in-person at the school office to pick up an application to be completed at:  

Badger Community School  
110 Carpenter Avenue East  
Badger, MN 56714
3. Otherwise, interested candidates may send a cover letter of interest, résumé, copy of credentials, certifications or college transcripts, and contact information for three references or three signed letters of reference (preferably within the last 24 months) emailed to: [dcarpenter@badger.k12.mn.us](mailto:dcarpenter@badger.k12.mn.us) or sent by postal mail to:  

Badger Community School  
P.O. Box 68  
Badger, MN 56714

Please contact one of the following if additional information is necessary:

Leah Hasson, Business Manager: [lhasson@badger.k12.mn.us](mailto:lhasson@badger.k12.mn.us)

Ben Evans, Head of Maintenance and Grounds: [bevans@badger.k12.mn.us](mailto:bevans@badger.k12.mn.us)

Daniel Carpenter, Superintendent and Principal K-12: [dcarpenter@badger.k12.mn.us](mailto:dcarpenter@badger.k12.mn.us)

Application Closing Date: **Open until filled**; prompt application encouraged

Qualified candidates will be contacted by telephone for an interview

Date of Availability: March 3, 2025, contingent upon completed background check and Board approval

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### **Custodian – Afternoon/Night PM Lead Custodian Job Description**

**Overview:** Knowledge and experience in modern cleaning procedures and practices including floor care, restroom cleanliness and other general areas; ability to do light repair and maintenance tasks (repair of desks, chairs, and other furniture, replacement of bulbs, etc.) and basic outdoor groundskeeping (lawn mowing, snow and ice removal, etc.) or the willingness to learn. Must be available for some weekend hours as assigned.

Cleaning and maintenance of school buildings and grounds, mechanical repairs, and support services for day and evening school activities and security. Part of a custodial crew responsible for the maintenance and cleaning of the campus to ensure safe and comfortable surroundings for staff and students.

**Note:** The following descriptors are illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

#### **Requirements:**

- High School diploma or equivalent;
- Demonstrate prompt, regular and reliable attendance;
- Demonstrate maintenance and cleaning skills;
- Effective writing, verbal and technology communication skills;
- Complete, process and maintain all required records, reports and related information;
- Maintain confidentiality of information regarding students, employees and others;
- Establish and maintain cooperative working relationships with students, staff and others contacted in the course of work.
- Preferred, but not required: MN driver license;
- Preferred, but not required: 2<sup>nd</sup> Class Boiler License (or better) or willingness to obtain;
- Preferred, but not required: Supervisory experience;
- Preferred, but not required: advanced training in facilities maintenance and building systems;
- Preferred but not required: knowledge of the application, use and proper storage of all chemicals used in the performance of the job.

#### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear, reach, walk, use hands to finger and feel. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, stand, push, pull, lift, use hands to grasp, and wrists, hands and/or fingers for repetitive motions. The employee must frequently lift and/or move up to 50 pounds. The employee is occasionally required to lift and/or move up to and over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**Wages & Benefits:**

Wages and benefits according to terms and conditions of employment per ISD 676 Non-Certified Staff Agreement covering 12-month custodians.

- Salary Range: \$14.95 per hour - \$23.20 per hour, dependent upon qualifications and job experience.
- School District contribution towards the premium cost of enrollment in the school district's group health and hospitalization plan - \$6,375 annually for single coverage, \$11,400 annually for family coverage;
- School district contribution of \$70 per month to eligible employee's individual Health Savings Account;
- School District contribution of \$30 per month towards the premium cost of enrollment in the school district's dental insurance plan;
- Employees in this position receive 16 PTO days annually. Days can be carried over from year to year, accruing to a maximum of 135 days.
- Employees in this position will receive vacation days in accordance with the Non-Certified Staff Agreement:
  - 0 years of employment, starting 1<sup>st</sup> Year: 5 days (40 hours)
  - 1-4 years of employment, starting 2<sup>nd</sup> – 5<sup>th</sup> Year: 10 days (80 hours)
  - 5-9 years of employment, starting 6<sup>th</sup> – 10<sup>th</sup> year: 15 days (120 hours)
  - 10 + years of employment, starting 11<sup>th</sup> + year: 15 days (120 hours) + 1 day (8 hours) for each additional year of service, to a maximum of 20 days
- School District will match up to \$1,200 in contributions to a 403B retirement plan
- School District provided Clothing Allowance of \$275 annually
- This position is eligible for Minnesota Public Employee Retirement Association (PERA) public pension fund.

**Immediate Supervisor:** Head of Maintenance and Grounds

**Job Summary:**

Under the direction of the Head of Maintenance and Grounds and the guidance of Administration, the Afternoon/Night PM Custodian is responsible for prioritizing, monitoring and completing the work operations along with the part-time staff assigned to the afternoon/night PM crew.

Duties associated with the job may vary but include such tasks and duties as monitoring and completing afternoon/night PM custodian activities; set up equipment and assures needed supplies/materials are available for afternoon/evening events in the building or outdoor campus; assists in cleaning assigned areas; performs general and routine maintenance; assists in removing snow and ice on sidewalks, entry ways and fire exits; and participate in summer cleaning and outdoor groundskeeping activities.

Essential duties outlined below are intended as "representative" examples of the level, nature and decision-making expected while serving in this role. The duties below are not intended to

be a comprehensive listing of all duties and tasks performed by the employee assigned to this role. The described items below is designed to capture the general expectations, complexity level, and nature of any position that may be allocated to this assigned role.

### **Essential Duties and Responsibilities:**

1. Prioritize, monitor and complete cleaning and custodial services in classrooms, offices, cafeteria, kitchens, hallways, locker rooms, gymnasium, and all areas required in school building during the shift. Communicates with Head of Maintenance and Grounds as well as guidance of Administration concerning specific work orders, building needs or concerns for the coming daytime shift. Participates and cleans assigned portions of the building in accordance with assignments established by the Head of Maintenance and Grounds
  - Dust and wet mops floors and hallways, as necessary
  - Waxes rooms, as required
  - Cleans and arranges cafeteria only as directed; this is usually already completed in the daytime unless otherwise notified
  - Cleans teacher lounge and scrubs commons floor
  - Cleans chalk boards and whiteboards and empties pencil sharpeners in classrooms.
  - Cleans sinks, drinking fountains
  - Cleans glass windows
  - Picks up and removes trash.
  - Cleans and sanitizes restrooms, toilets, adds paper products to dispensers
  - Vacuums carpets and entry mats daily
  - Cleans sickroom portioned area within School Office
  - Cleans and disinfects spills and stains as required
  - Uses scrubbers to clean floors
  - Outdoor groundskeeping activities
2. Assists the Head of Maintenance and Grounds coordinating while completing the set-up and tear-down of chairs, tables, bleachers, scoreboards or equipment required for evening events, community education or sporting events within the building of assignment. Assists the public or deals with problems that arise in the building during the afternoon/evening shift.
3. Oversees and monitors the security of the building to ensure doors are locked, windows closed and the building is empty of the public, and may perform boiler check (*contingent upon obtaining boiler license*).
4. Performs general and routine maintenance and repairs within the building (e.g. changing light bulbs; hanging whiteboards and shelves; assembling furniture; etc.). Informs and communicates identified maintenance issues or repair needs to the Head of Maintenance and Grounds
5. Performs extensive summer cleaning and assists in various maintenance projects. Performs such representative activities as:
  - Strips and waxes floors.
  - Shampoos all carpets.
  - Cleans walls and ceilings.
  - Paints walls.
  - Fixes and repairs lockers, doors, and shelves.
6. Performs other duties of a comparable level or type, as assigned or apparent.

- Attends training sessions and safety sessions, as assigned.

7. Indirect supervision of 1 to 3 part-time cleaners.

**Hazardous Working Conditions:**

Unusual or hazardous working conditions related to performance of duties may be risk of exposure to communicable disease, blood borne pathogens, and other bodily fluids. Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption. The work environment involves exposure to materials and situations that requires following safety precautions and may include the use of protective equipment or safety procedures.