

SCHOOL DISTRICT OF WAUPACA
EMPLOYMENT OPPORTUNITY

The School District of Waupaca is currently accepting applications for the position of:

CUSTODIAN

LOCATION: District Wide

OF OPENINGS: Two (One part-time and one full-time)

STARTING DATE: As Soon as Possible

WAGE: Per District Wage Schedule

REPORTS TO: Building and Grounds Supervisor

JOB DESCRIPTION: Perform general cleaning and housekeeping and related work as required. Operate and maintain school facilities in a safe, orderly manner and protect from fire, water and other deterioration. Understand and operate boilers, heating and ventilation and other related equipment in maintaining proper ventilation for each building. Sweep, mop, scrub, seal and wax floors. Wash windows, walls, sinks, toilets, furniture, woodwork, etc. Empty trash and garbage containers. Perform minor maintenance projects including painting, carpet cleaning, changing light bulbs and ballasts, locks and doors, etc. Obey all safety rules and regulations. Climb ladders and scaffolds. Assist in unloading of truck deliveries. Assist in snow removal. Load, lift or unload supplies and materials, equipment, etc. May be assigned the delivery of mail and other items to outlying schools on a daily basis in a school owned vehicle. Perform other responsibilities as assigned by the Lead Custodian, Building and Grounds Supervisor, Business Manager, Building Principal, or Superintendent. Must possess a valid Wisconsin driver's license. Maintain confidentiality relating to students, student records, parents, staff and any other school-related issues. Promote a positive image of the District at all times. Maintain loyalty to employer.

QUALIFICATIONS: High school diploma. Job related training or skills. Good communication skills. CPR/First Aid Certification. Ability to assume responsibility, display initiative, and exercise good judgement. Ability to bend and lift, stand and/or walk for extended periods of time, and to climb and reach. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

APPLICATION PROCESS: Complete a School District of Waupaca Support Staff Application which is available on the District's Website
https://www.waupaca.k12.wi.us/cms_files/resources/Support%20Staff%20Application.pdf
or at the District Office. Submit completed application, resume and letters of recommendation, if available, to:

School District of Waupaca
ATTN: Human Resources
E2325 King Road
Waupaca, WI 54981

The School District of Waupaca Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in Sec. 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.

To learn more about the School District of Waupaca, please visit the Employment Opportunities section of our website:
<https://www.waupaca.k12.wi.us/district/employment-opportunities.cfm>.