



Job Title: Custodial Assistant – 20 hours per week – 2nd Shift

Date Posted: April 16, 2025

Contact Person: Shawn Hayward, Director of Operations
Email: shayward@rockfordschools.org
Phone: 616-863-6330

Job Summary

Custodial Assistant – 20 hours per week – 2nd Shift

Essential Duties and Responsibilities

- Takes instructions from head custodian/custodian verbally or in writing
- Maintains inventory of custodial/maintenance supplies and equipment
- Restocks disposable items and provides head custodian with inventory usage and data
- Cleans and preserves designated spaces, equipment, etc. in building
- Assists visiting public utilizing the facilities with directions within building and in obtaining and setting up needed equipment
- Maintains building and grounds security opening and/or closing the building each school day
- Maintains work-related records and prepares various reports as directed
- Shovels snow and salts walks as needed
- Ability to work off stepladder or scaffold, and crawl or climb into small spaces
- Ability to complete daily work plus accommodate students, parents, administration and staff
- Other duties as assigned by the Superintendent or his/her designee

Education and Experience

- High School diploma or general education degree
- Prior custodial experience
- Ability to work with limited supervision
- Awareness of school district programs
- Demonstrated pride in workmanship

Interested and qualified candidates are to apply online. Please click on the employment link at www.rockfordschools.org to complete an online application.

Deadline for applications: Until Filled