



Montcalm Community College

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| Title: <i>Custodian</i> | Department: <i>Facilities</i> |
| Employee Group: <i>Support Staff</i> | Employee Classification (if applicable): <i>Custodial</i> |
| Immediate Supervisor: <i>Director of Operations</i> | Supervisors: <i>N/A</i> |
| Hours: <i>40</i> | EX/NE: <i>Non-Exempt</i> |

General Description: This job consists of routine work to maintain the cleanliness of an assigned facility and grounds. The employee is responsible for using safe practices and methods in the operation and supplies related to their job. *This employee performs custodial functions Monday – Thursday from 2:00 PM to 10:00 PM and Sundays from 10 AM to 6 PM (with potential for some variation Monday – Thursday).*

Position Duties/Functions:

1. Maintain MCC standard of cleanliness
 - a. Sweeping, mopping, waxing, scrubbing, general floor care, window cleaning, etc.
 - b. Daily restroom cleaning
2. Make minor maintenance repairs as needed, in consultation with supervisor.
3. Assist in the set up and tear down of College events
4. Lock and unlock building doors, opening and closing
5. Help move heavy furniture and equipment
6. Assist with care of grounds including weed whacking, lawn mowing, snow removal from sidewalks, etc.
7. Security of College property
8. Performing above and other related duties with a degree of independent judgment and as assigned.

Required Qualifications:

1. Ability to use good judgment in performing custodial duties.
2. Ability to work independently and as part of a team.
3. Ability to lift up to 50 pounds.
4. Ability to communicate effectively.
5. Highly motivated and a self-starter.
6. High level of attention to detail.
7. Submit to a physical exam upon offer of employment.
8. Valid Michigan Driver's License is required.
9. High School Diploma required.

BENEFITS:

Comprehensive medical, dental and vision coverage. Long-term disability, group-term life insurance, vacation, personal, and sick leave. Tuition free study (some limitations) for self and dependents age 25 and under.

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| REMUNERATION: | Base hourly wage of \$16.72 with an additional shift premium of \$.50/hour while working this shift that includes evenings and weekend shifts, resulting in a total hourly wage of \$17.22. |
| APPLICATION DEADLINE: | May 7, 2026 Applications received by this date will receive preferential consideration. However, the position may remain open, and applications will be reviewed until the role is filled. |
| START DATE: | ASAP |
| METHOD OF APPLICATION: | Online application at www.montcalm.edu/employment. Attach your cover letter, detailed resume, transcripts, and three reference letters. |

It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, or genetics in all programs, activities, services, employment, and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of sexual orientation, gender identity, or gender expression shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.