



507 1st Ave. N
Escanaba, MI 49829
(906) 786-7080 – Phone
(906) 789-9423 – Fax

The Menominee-Delta-Schoolcraft Community Action Agency is currently accepting applications for the following position:

Job Title: Building Custodian (2 positions available)

Position Type: Part-time, hourly, non-exempt

Hours: 15 hours/52 weeks (afternoon hours)

Location: Delta County

Pay Range: \$14.45-\$15.99 depending on experience.

Benefits: Benefits include paid time off; 403(b) retirement plan; and access to our Employee Assistance Program.

Job Summary: The building custodian works as an effective facilities team member ensuring cleanliness is maintained throughout the assigned building. The full job description is listed below.

Qualifications: High school diploma/GED required.

How to Apply: Applications can be completed using the following link: <https://pdf.ac/2X1yo9>

A paper application can also be picked up at any of our centers and sent to MDSCAA, Attention: Human Resources, 111 N 5th St, Escanaba, MI 49829 **OR** emailed to hr@mdsecp.org.

Posting will remain open until filled.



Job Title: Building Custodian
Program: Early Childhood
Location: As assigned
Classification: Non-exempt, hourly

Revised: 3/2026
Reports To: Center Manager
F/T Manager
Supervises: None

POSITION OVERVIEW

The Building Custodian is responsible for maintaining the cleanliness of the assigned building.

EDUCATION & EXPERIENCE

- High School diploma or GED required.
- Prior experience with cleaning methods, safety hazards, and/or general building repairs preferred.

REQUIRED SKILLS/ABILITIES

- Working knowledge of computers, including Microsoft Office and other software programs.
- Excellent written and verbal communication skills.
- Adhere to strict client confidentiality.
- Must abide by state requirements for MI Child Care Licensing to include health requirements, and comprehensive background checks in the form of fingerprints.

DUTIES/RESPONSIBILITIES

- Clean and maintain classrooms, bathrooms, kitchen, gym (where applicable), hallways, and office areas. Daily duties include sweeping and washing floors, vacuuming, cleaning bathrooms, emptying garbage.
- Perform periodic cleaning, such as stripping and waxing floors, operating a floor scrubber, washing carpets, washing walls, windows, and mopboards as needed.
- Maintain adequate cleaning supplies through inventory and ordering supplies as needed.
- Perform general building repairs when requested by the Center Manager/Site Leader.
- Demonstrate respect for others by sharing information objectively and non-judgmentally and adjust verbal and written communication strategies for different audiences.
- Development and implementation of ongoing professional development goals as approved and /or assigned.
- Develop and maintain competency in the use of a variety of technology systems as directed by supervisor.
- Complete all documentation and reporting requirements in an accurate and timely manner.
- Support the program's efforts to generate Non-Federal Share.
- Abide by all Community Action Agency/Early Childhood Personnel Policies.
- Remain knowledgeable of and appropriately apply relevant program policies in work with children, families, and staff.
- Identify as a mandated reporter and follow all mandatory child abuse/neglect reporting procedures set forth by the program.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Prolonged periods of standing, bending, kneeling, pushing and/or pulling.
- Must be able to exert up to 50 pounds of force occasionally.
- Possible exposure to bloodborne pathogens, bodily fluids and/or hazardous chemicals.
- Possible exposure to inclement weather conditions and hazardous driving conditions.

This job description is not designed to cover or contain a comprehensive listing of job duties or responsibilities. Duties may be changed at any time with or without notice.