



Mecosta-Osceola Intermediate School District

Administrative Offices: 15760 190th Avenue, Big Rapids, MI 49307

Phone: 231.796.3543

[MOISD Job Opportunities](#)

2425-52

NOTICE OF VACANCY

Title: Maintenance & Custodial

Dept/Program: Operations & Grounds

Start date: June 9, 2025

Classification/FLSA: At-will, Non-Exempt

Duration: Seasonal position, June-August

Approximately 10 weeks, up to 40 hours weekly

Reports to: MOISD Operations & Grounds Supervisor

Location: Mecosta-Osceola ISD locations, as assigned

Position Summary: The Maintenance & Custodial Assistant provides general grounds and facilities support during the summer break period, helping to ensure that facilities are safe, clean, and prepared for staff and students prior to the beginning of the school year.

Professional Requirements / Education and Experience

- Minimum of High School diploma or equivalent preferred; high school students currently enrolled and in good standing may be considered.
- Must have a general understanding of custodial and maintenance work, including appropriate safety measures.
- Must display an excellent work ethic and be a reliable team member.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

Essential Duties

- Effectively follow instructions to assist with duties as assigned, in a variety of settings, weather and environmental conditions.
- Proper cleaning and sanitation of building classrooms, restrooms and common areas.
- General maintenance support, including conditioning floors/carpets, painting interior/exterior surfaces, minor repairs, and lifting, moving, assembling furniture and equipment up to 60 pounds.
- Perform outdoor tasks, such as landscaping, mowing, trimming, and all other building and grounds work.
- Proactively assist other members of the team as appropriate to ensure timely completion of projects and support a collaborative working environment.
- Follow all guidelines and procedures, including safety regulations.
- Assume responsibility to transport self to the assigned worksite(s) and maintain regular, reliable and prompt attendance.
- Additional duties as assigned by the Superintendent or designee.

Compensation/Benefits: \$16.34 hourly; this temporary position offers no benefits beyond what is required by law.

Posting date: 05/09/2025 | **Application deadline:** 05/16/2025 or until filled

Please submit letter of interest, resumé and references to:

Jessica R. Ross, Human Resources Coordinator

Email: jobs@moisd.org Mail to: MOISD 15760 190th Avenue, Big Rapids, MI 49307

Supporting Schools and Student Achievement

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.