Mecosta-Osceola Intermediate School District
15760 190th Avenue, Big Rapids, MI 49307
Phone: (231) 796-3543 | Fax: (231) 559-0505 | www.moisd.org

2627- 42 Notice of Vacancy

Title: Custodian

Program: Maintenance
Start Date: As soon as possible
Classification/FLSA: Non-Union | Non-Exempt | Non-Administrative
Duration: Full-time Fiscal year position | 260 days | 8 hours per day
Reports to: MOISD Maintenance Supervisor
Working Location: Mecosta-Osceola ISD, Big Rapids MI

Position Summary: Keep the district's buildings in such a state of operating excellence that they present no problems or interruptions to the educational program. The successful applicant would start immediately upon selection and will have passed a background check.

Professional Requirements / Education and Experience

- High school diploma or equivalent required.
- Previous custodial, cleaning, or general maintenance experience preferred.
- Knowledge of basic cleaning procedures, custodial equipment, and safe work practices.
- Strong organizational, problem-solving, and time-management skills.
- Effective interpersonal and communication skills.
- Ability to work independently, manage multiple tasks, and prioritize responsibilities.
- Dependable, detail-oriented, and committed to maintaining a safe and welcoming school environment.

Essential Duties

- Sweep, mop, scrub, and vacuum assigned areas, including classrooms, hallways, restrooms, and common spaces.
- Empty trash and garbage containers and properly dispose of waste.
- Clean and sanitize designated surfaces, fixtures, and equipment.
- Perform minor and routine building maintenance, including painting and general upkeep.
- Remove snow, ice, and debris from sidewalks, walkways, and building entrances as assigned.
- Identify and report maintenance concerns, safety hazards, or needed repairs to the Maintenance Supervisor.
- Properly operate, maintain, and store custodial equipment, cleaning supplies, and materials.
- Follow district safety procedures and established cleaning protocols.
- Work collaboratively with district staff to support a clean, safe, and functional learning environment.
- Perform other duties as assigned by the Maintenance Supervisor.
- Possess and maintain a valid driver's license and an acceptable driving record to transport supplies or equipment between district locations, as needed.
- Successfully complete a criminal history background investigation conducted through the Michigan State Police (MSP) and Federal Bureau of Investigation (FBI), as required for employment.

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.

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- Demonstrate professionalism, dependability, and a commitment to supporting the mission and operations of the Mecosta-Osceola Intermediate School District.
- Perform other duties as assigned by the Maintenance Supervisor.

Compensation: Starting $17.97 hourly
Benefits: Family medical, dental, vision, life/add & ltd, employee assistance program; MPSERS retirement; Paid sick, Vacation, and Personal leave; Opportunities for professional development and advancement with tuition reimbursement available.
Posting Date: 10/29/2026
Application Deadline: 11/07/2026 or until filled

Submit Cover Letter, Résumé, References, and Applicable Transcripts to:
Dana Boglarsky, Human Resources Specialist
Email: jobs@moisd.org
Mecosta-Osceola Intermediate School District
15760 190th Ave., Big Rapids, MI 49307

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