

Come Join Our Team!

POSITION:	Custodian (PM shift) – 0.70 FTE
LOCATION:	Donley Elementary School
SALARY:	\$16 - \$19 based on experience, including full benefits
WORK YEAR:	25/26 School Year
START DATE:	ASAP
REPORTS TO:	Supervisor of Custodians
APPLICATION DEADLINE:	January 12, 2026



www.bit.ly/elpsjobs

General Summary

In accordance with the established policies and procedures of the East Lansing Public School District, the Custodian ensures the cleanliness, maintenance, and overall upkeep of our district facilities. This includes a range of cleaning and maintenance tasks to ensure a safe, hygienic and pleasant learning environment. The custodian is under the direct supervision of the Supervisor of Custodians and Building Principal.

About the Role

1. Cleans and dusts assigned classrooms, offices, support rooms, corridors, restrooms (including fixtures, equipment and furniture), collects and disposes of all refuse and washes whiteboards.
2. Cooperates and helps setup and take down furniture and equipment for school and community activities.
3. Holds responsibility for monitoring the mechanical-electrical equipment as directed and reports malfunction of the same.
4. Holds responsibility for building security tasks as established for building or area.
5. Assists in cleaning, refinishing, waxing, and polishing of floors and equipment.
6. Assists in washing of walls, windows, and furniture.
7. Maintains the school site in any building assigned.
8. Performs minor maintenance, including painting.
9. Assists in removal of snow.
10. Holds the ability to operate and maintain various custodial equipment.
11. Holds the ability to complete tasks that may be repetitive and require a large volume of lifting, bending, twisting, pushing, pulling, and various other repetitive physical motions (must be in good physical condition).
12. Holds the ability and willingness to work overtime to cover absences and special events.
13. Performs minor repairs such as fixing leaky faucets, changing light bulbs, and unclogging drains.
14. Reports major maintenance issues to the supervisor for further action.
15. Follows all health and safety regulations and guidelines.

16. Uses cleaning chemicals safely and in accordance with manufacturer instructions.
17. Ensures that all cleaning tools and equipment are stored properly.
18. Completes other duties as assigned.

Education, Knowledge and Skills Required

1. Maintain a good appearance and attendance record (lack of tardiness) and have a positive attitude.
2. The candidate should be able to read written directions and literature in their field of understanding and be able to express themselves clearly, both orally and in writing.
3. Understands his/her duties and responsibilities.
4. Must have established a reputation of being honest and trustworthy and possess a high moral character.
5. Must show a willingness to cooperate and assist the building administrator with school and community activities.
6. Ability to work with little supervision.
7. Must be able to lift 60 lbs. individually.

About Us

East Lansing Public Schools, home of Michigan State University (MSU) and a neighbor to the state capital, is seeking a dynamic individual to work in our highly diverse school district. This individual must love kids, have a passion for their success, be a collaborative team player, have a deep understanding of best practices for teaching and learning and engage all students in the learning process. Come work in a district that has built six new elementary schools with state-of-the-art instructional and sustainable enhancements, has multiple partnerships with MSU, encourages continuous professional growth and learning and is highly supported by its families and community!

Why Join ELPS

- Commitment to creating a positive learning experience for all students
- Diverse education community
- Competitive compensation and benefits
- Collaborative and supportive environment
- Robust professional development opportunities



How to Apply

To apply: Complete the online application at www.inghamisd.org. Be sure to upload your letter of interest, resume, transcripts, and any other required supporting documents.

For internal candidates applying within the same job classification: Only a cover letter or letter of interest is required, submitted through the application platform.

NONDISCRIMINATION In compliance with Title VII 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, and the Americans with Disabilities Act of 1990, it is the policy of the East Lansing Public Schools that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, East Lansing Public Schools has appointed a Title IX Coordinator. Any questions, suggestions or complaints should be directed to:

Rulesha Glover-Payne
Chief Human Resources Officer and Title IX Coordinator
East Lansing Public Schools
509 Burcham Drive
East Lansing, Michigan 48823