



Ada Exempted Village Schools Job Posting: Custodian/Groundskeeper for the 2025-2026 School Year

The Custodian/Groundskeeper supports the daily operations of the school district by ensuring that facilities and outdoor grounds are clean, safe, and well-maintained. This position is evenly split between indoor custodial responsibilities and outdoor groundskeeping tasks. The ideal candidate takes pride in maintaining a safe and welcoming environment for students, staff, and visitors.

Essential Duties and Responsibilities:

Custodial Responsibilities (50%):

- Clean and sanitize classrooms, restrooms, offices, hallways, and common areas
- Sweep, mop, vacuum, and buff floors
- Empty trash and recycling containers
- Refill soap, towel, and paper dispensers
- Report building maintenance needs or safety issues
- Assist with event setup and cleanup
- Secure buildings at end of shift, ensuring all doors/windows are locked and lights are off
- Perform minor maintenance (changing light bulbs, minor repairs, etc.)

Groundskeeping Responsibilities (50%):

- Mow, trim, and edge lawns regularly
- Maintain flower beds, shrubs, and trees
- Remove weeds, leaves, and debris from school grounds
- Perform seasonal tasks such as snow removal, salting walkways, and leaf raking
- Inspect and maintain playgrounds, athletic fields, and outdoor equipment
- Assist with delivery of supplies and setup for outdoor events
- Operate and maintain groundskeeping equipment

Interested candidates should complete the following:

- Classified Application (<https://www.adabulldogs.org/documents/our-district/employment/410549>)

Submit application by July 16th to: Carla Cole: colec@adabulldogs.org