BROTHER RICE HIGH SCHOOL

CUSTODIAN – SECOND SHIFT

POSITION SUMMARY

Brother Rice High School seeks a dependable, detail-oriented Custodian to join our Facilities team. Under the supervision of the Facilities Director, this position helps maintain a clean, safe, and welcoming school while supporting the athletic programs, events, and gatherings that take place throughout the year.

Evening custodians are often a welcoming presence for families, guests, and community groups whose primary connection with Brother Rice is through after-school activities. We seek someone who takes pride in their work, interacts warmly and professionally with others, and helps visitors feel welcome and supported. Through both their service and their interactions, Facilities team members put the school's Catholic mission and values into practice.

WORK HOURS

This is a full-time, year-round position with regular hours of 2–10:30 p.m., Monday through Friday, including a 30-minute unpaid meal break. During summer and school breaks, daytime hours are available, with flexibility in scheduling.

Occasional weekend work and overtime are required for school activities and events. This position has no on-call responsibilities.

New employees typically work daytime hours for the first few weeks to learn school procedures and cleaning practices before moving to their regular evening schedule.

MINIMUM QUALIFICATIONS

- Dependable attendance, attention to detail, and pride in maintaining clean spaces.
- Ability to organize work, take initiative, and complete assignments.
- Willingness to work cooperatively as part of a three-person evening team.
- Ability to communicate clearly and courteously with students, staff, and visitors.
- A neat, clean appearance, including wearing school-provided uniform shirts.
- Willingness to learn safe cleaning methods and equipment operation.
- Successful completion of required background screening and Archdiocesan Safe Environments training.

PREFERRED SKILLS AND EXPERIENCE

Previous custodial experience and familiarity with floor scrubbers, carpet extractors, or pressure washers are a plus. Training will be provided.

Custodian – Second Shift
Posted: 11/19/26

DUTIES AND RESPONSIBILITIES

The duties and responsibilities for this classification include, but are not limited to, the following:

- Clean and care for assigned classrooms, offices, restrooms, locker rooms, and other school spaces.
- Use cleaning products and equipment safely, maintain orderly equipment and storage areas, and report supply needs, damage, or maintenance concerns.
- Complete periodic deep cleaning and seasonal custodial projects.
- Prepare and restore spaces for school activities and events, including setting up and taking down tables, chairs, and equipment.
- Remain attentive to evening activities, check spaces and supplies, and respond courteously to requests from staff and guests.
- Share responsibility with the evening team for securing and locking the school at the end of the shift.

PHYSICAL REQUIREMENTS

The work involves extended periods of standing and walking; frequent bending, stooping, kneeling, reaching, pushing, and pulling; and occasional lifting and carrying of items weighing up to 50 pounds, with or without reasonable accommodation.

BENEFITS

Brother Rice offers a generous benefits package, including:

- Health insurance
- 401(k) with employer contribution
- Paid holidays and vacation
- Tuition discount at Brother Rice High School

HOW TO APPLY

Please submit a résumé and completed Brother Rice High School Employment Application, available at ***brrice.edu/jobs***, to Chris McCoy at ***mccoy@brrice.edu***.

DEADLINE

Applications are being accepted until the position is filled.

BROTHER RICE HIGH SCHOOL

EMPLOYMENT APPLICATION

This form has been designed to comply with Michigan and Federal Fair Employment Practice laws prohibiting discrimination. All qualified applicants will receive equal consideration for employment without regard to race, religion, color, sex, national origin, age, military background, handicap, marital status, height, and weight or arrest record.

Date _____

Last Name _____ First Name _____ Middle Initial _____

Address _____

City _____ State _____ Zip Code _____

Home Phone (___) _____ Cell Phone (___) _____

Work Phone (___) _____ Email _____

Birthdate: _____ Place of Birth: _____ Religious Affiliation:_____

In brief, what is your main reason for applying to Brother Rice High School? _____

_____

_____

Desired Position_____

How did you learn about this job? _____

Have you ever applied for employment with Brother Rice High School before?_____

Have you ever been employed with Brother Rice High School before?____ If yes, give dates_____

If you were employed by Brother Rice High School previously, why did you leave?_____

Are you related to anyone currently employed by Brother Rice? _____

If yes, name & relationship _____

Have you ever been discharged or required to resign from a position?_____

If yes, when and why? _____

Are you on a lay-off and subject to recall?_____

Will you work overtime, if required?_____

Are you legally eligible for employment in this country? _____

Do you have a valid driver's license? _____ DL# _____ State _____

Has your driver's license ever been suspended, revoked or restricted? _____

If yes, when and why? _____

Have you ever been refused surety bond? _____

If yes, when and why? _____

Have you ever been convicted of a felony? _____

Have you ever been convicted of child abuse or neglect? _____

Have you ever been convicted of a felony involving harm or threatened harm? _____

If yes to any of the above, please describe in detail _____

_____

_____

EMPLOYMENT HISTORY

List your previous two (2) employers, starting with the most recent, including military experience. Explain any gaps in employment in the COMMENTS section below.

Employer _____ Telephone _____ Dates Employed _____

Address _____ Job Title _____

Hourly Rate/Salary _____ Immediate Supervisor & Title _____

Reason for Leaving _____ May we contact for reference? _____

Summarize the nature of the work and job responsibilities _____

_____

Employer _____ Telephone _____ Dates Employed _____

Address _____ Job Title _____

Hourly Rate/Salary _____ Immediate Supervisor & Title _____

Reason for Leaving _____ May we contact for reference? _____

Summarize the nature of the work and job responsibilities _____

_____

COMMENTS (including explanation of any gaps in employment) _____

_____

Have you signed a nondisclosure or non-compete agreement with your current or any past employers? _____

SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experience that may qualify you for work within Brother Rice. _____

_____

_____

SPECIAL ACCOMPLISHMENTS

List any publications; awards (exclude information which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status). _____

_____

_____

ADDITIONAL INFORMATION

List anything else you would like us to consider _____

_____

_____

MILITARY SERVICE

Branch of Service, if any _____ Rank: _____

EDUCATIONAL HISTORY

High School _____ Year of Graduation _____

City _____ State _____

College _____

Degree Attained _____ Major _____ GPA _____ Year _____

College _____

Degree Attained _____ Major _____ GPA _____ Year _____

College _____

Degree Attained _____ Major _____ GPA _____ Year _____

CERTIFICATION

State: _____ Number: _____ Type: _____

BROTHER RICE HIGH SCHOOL

PLEASE READ CAREFULLY

Applicant's Certification, Authorization, and Acknowledgment

I certify that the facts as set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if employed, false statements on this Application may subject me to dismissal. You are authorized to make an investigation of my employment history and my personal history through any investigative or bureaus of your choice, and to contact any of my former employers and I give such employers the right to release to you all records of my employment (excluding medical records), including assessment of my job performance and ability. I understand that you may require a motor vehicle record report and I authorize you to obtain said report. I understand that you reserve the right to require than an offer of employment is conditional upon the results of a medical examination including, but not limited to, any drug screening test. I understand that you reserve the right to require a drug screening test at any time during employment. If employed, I understand that if I need an accommodation for a disability, under the Michigan Persons with Disabilities Civil Rights Act: 1) I must notify my employer in writing of my need for an accommodation; 2) I must give notice within one hundred eighty-two (182) days after I know or should have known I need that accommodation and; 3) My failure to provide that notice will prevent me from claiming that my employer failed to accommodate my disability. This requirement does not waive an individual's rights under the Americans with Disability Act. I further understand that the use of this Application does not indicate that there are any positions open and does not in any way obligate Brother Rice High School. This Application is current for ninety (90) days. At the conclusion of this time, if I have not been employed by Brother Rice and still wish to be considered for employment, it will be necessary for me to fill out a new Application. I further understand that if employed, I agree, in partial consideration of my employment, that I shall not commence any action or other legal proceeding relating to my employment or the termination thereof more than six (6) months after the termination of such employment and agree to waive any statute of limitations to the contrary.

FURTHER, I UNDERSTAND AND AGREE, THAT IF I AM HIRED BY BROTHER RICE HIGH SCHOOL, UNLESS SPECIFICALLY SET FORTH IN WRITING TO THE CONTRARY AND SIGNED BY THE PRESIDENT OF BROTHER RICE HIGH SCHOOL AND MYSELF, MY EMPLOYMENT WILL BE FOR NO DEFINITE PERIOD, AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES OR SALARY, BE TERMINATED AT ANY TIME FOR ANY REASON OR NO REASON AT THE WILL OF THE PRESIDENT OR MYSELF WITHOUT ANY PREVIOUS NOTICE.

Child Abuse and Neglect Policy

Child abuse and neglect is against the law. Anyone that has been convicted of child abuse and neglect will not be employed by Brother Rice High School. A child abuse and neglect conviction will be grounds for immediate dismissal from the school's employ.

Signature of Applicant_____ Date _____