MESSA is deeply committed to diversity and inclusion in its hiring practices. We are an affirmative action, equal opportunity employer. People of color, women, and members of other historically marginalized social identity groups are encouraged to apply.

MS-2-26-27

DATE OF POSTING:	November 13, 2026
EXPECTED START DATE:	January 11, 2027
POSITION:	CUSTODIAL SERVICES TECHNICIAN (**SECOND SHIFT**)
COMPENSATION/BENEFITS:	Starting pay will be $19.61 per hour (new rate effective January 1, 2027), plus an applicable shift differential. Paid holidays and a comprehensive benefits package are also provided.
STAFF RELATIONSHIP:	Responsible to the Associate Manager of Facilities Services
SEND APPLICATION AND RESUME TO:	Human Resources Department 1350 Kendale Blvd P.O. Box 2573 East Lansing, MI 48826-2573 **(517) 337-5454 (fax)** jobpostings@mea.org

BASIC PERFORMANCE EXPECTATIONS:

Under the direction of the Facilities Services Manager, perform a wide variety of manual labor tasks including trash removal, vacuuming, mopping, dusting, sanitizing, refilling paper products of the MEA and MESSA owned buildings, ensuring a high level of quality and cleanliness.

While performing the duties of this job, the employee is regularly required to move about the office spaces, operate cleaning equipment, and occasionally move materials that may exceed 50 pounds. This position will have some exposure to fumes, odors, dusts, chemicals and oils.

Assigned work is performed according to specific supervisory instructions or established procedures, but the employee often performs work exercising considerable independence.

This position will be required to work afternoons/evenings.

ASSIGNED DUTIES:

Perform routine cleaning on buildings. This work includes trash removal, vaccumming, mopping, dusting, sanitizing, refilling paper products, etc.

Use of cleaning equipment and chemicals. Also required to keep cleaning closets in reasonable order.

Examine buildings on a regular basis to identify and perform needed cleaning tasks. Keep immediate supervisor informed of work progress, including present and potential work issues/problems.

Follow established guidelines for confidentiality and privacy.

Perform other job-related duties as assigned.

MINIMUM REQUIREMENTS:

A high school diploma or equivalent is required.

Ability to perform heavy lifting tasks and lifting objects weighing over 50 pounds;

Experience in performing routine building cleaning;

Knowledge of basic custodial operations, safety rules and regulations;

Experience in operating custodial equipment and common cleaning chemicals;

Basic level proficiency in the use of office equipment and technology, including computers, mobile devices and related software for daily job performance activities. Ability to utilize new technology.

Ability to follow written and oral instructions.

Ability to communicate effectively and present ideas and concepts orally and in writing.

Excellent customer services skills, including responding diplomatically to all questions or complaints.

Ability to acquire knowledge of the structure, policies, procedures, and regulations of MESSA.

Ability to work outside of normal business hours including afternoons and evenings;

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