



SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

86 Powder Mill Road, Southwick, MA 01077

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Jennifer C. Willard
Superintendent

Stephen J. Presnal
Director of
Finance and Operations

Noell Somers
Director of
Student Services

Jenny Sullivan
Director of
Curriculum and Instruction

VACANCY POSTING

January 14, 2019

POSITION:

Building Custodian, Part-Time Nights (five (5) hours per evening from 6:00 p.m. – 11:00 p.m.)

*Note: This is a part time position

SCHOOL:

Southwick Regional School (7-12)

DUTIES/RESPONSIBILITIES:

See Attached Job Description

REQUIREMENTS:

SALARY:

Per Negotiated Contract

Please apply in writing by Friday, January 25, 2019 to:

**Stephen Presnal, Director of Finance and Operations
Southwick-Tolland-Granville Regional School District
86 Powder Mill Road
Southwick, MA 01077**

Non-Discrimination Commitment

The Southwick-Tolland-Granville Regional School District conducts its program and activities in conformity with Title VI, Title IX, Section 504 of the Rehabilitation Acts of 1973 and Massachusetts General law Ch. 76, Section 5.

It is the policy of the Southwick-Tolland-Granville Regional School District not to discriminate or to allow discrimination on the basis of race, color, national origin, sex, gender identity, sexual orientation, age, religion, and/or handicap or disability in any of its activities. This policy also ensures that students and staff should be free from retaliatory action and/or harassment based upon any of the foregoing attributes. Anyone having a complaint alleging a violation of any anti-discrimination laws or regulations should immediately bring that complaint to the attention of the building Principal or Title IX Coordinator, if the principal is not involved in the complaint. The Principal will conduct a prompt and thorough investigation into the charges.

Job Description

Position: 5HR Custodian

Job Goal: To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play, and develop.

Supervision: Reports to Supervisor of Buildings and Grounds and the Building Principal. Full time custodian may be asked occasionally be asked to supervise part time custodians.

Education, Work Experience, and Licensure:

Required: Demonstrate aptitude for successful fulfillment of assigned performance responsibilities.

Preferred: High School diploma, G.E.D., or equivalent. Prior experience as a school custodian or the equivalent. Driver's license.

Performance Responsibilities:

1. Special assignments, assembly set up, gymnasium bleachersand discussions related to management based issue including those related to quality of work will be initiated with the senior custodian at the start of your shift daily. Follow instructions to assist in assembly set up, gymnasium bleachers and special events.
2. Maintain all areas assigned as illustrated on attached sheet.
3. a. Sweeps all tiled floors, wet mop spills daily.
b. Wet mop entire classroom weekly.
4. Vacuum all carpeted areas including entrance mats, hall mats, and classroom rugs daily.
5. Dust all window shelves, televisions, blinds, thermostats, and counter tops daily.
6. Clean and disinfect all classroom sinks daily.
7. Empty trash; replace can liner if soiled, wash trash can if dirty daily.
8. Empty recyclable bin in approved container for pick up as needed.
9. Dry mop all hallways and entrance areas. Use auto scrubber daily.
10. Clean and disinfect all drinking fountains in assigned area daily.
11. Burnish hallways biweekly.
12. Clean all lavatories as instructed, daily. (Instruction describes in "Procedures & Guidelines"
13. Overtime will be asked on occasion.
14. Responsibility includes security of the building. Each night you will be responsible for securing the building. Report maintenance requests, (lights, heat, windows, etc), for the building and equipment. Request will be made using the appropriate forms.
15. This position requires the use of cleaning chemicals, finish removers, floor machines, and wet/vac machines. Some chemicals have strong orders but are necessary and required for the job.
16. At times you will be required to lift heavy objects, shovel snow, spread sand and salt on sidewalks.
17. Clean all windows weekly in assigned area
18. Remove graffiti daily.
19. Job requires the use of machinery on occasion, i.e.: Lawnmowers, weed whackers, snow blowers etc..
20. The start of this shift will be determined with two 15 minute breaks, (break time to be determined).

REVISED: 1/8/2013