

PLEASE POST

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**STAFFORD PUBLIC SCHOOLS  
OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

July 13, 2017

**NON-CERTIFIED POSITION**

POSITION: Head Custodian- Full-time  
40 hours per week (including weekend building checks)

LOCATION: West Stafford School

REQUIREMENTS: -Computer Literate

**RESPONSIBILITIES:**

- Provides general cleaning, light maintenance, including but not limited to bulb replacement, painting, wall patching, minor plumbing repairs, motor driven belt replacement, air filter replacement, and equipment oiling and /or greasing, and routine grounds care which includes areas adjacent to building and all parking lot islands (weed, mow, trim as necessary, lay mulch, trim shrubs and ornamental trees, snow removal as needed, broom out winter sand from turf, remove debris and trash from these areas as needed, and sweep leaves, grass clippings and sand from all entry / exit doors around perimeter of building).
- Performs weekend building checks and responds to after hours emergency calls (maintenance of a valid driver's license required).
- Sets-up / tears down for school functions, assemblies and other special events.
- Schedules custodial staff for after school and weekend functions as well as non-school related events.
- Monitors and records water and oil usage.
- Maintains adequate inventory of supplies; places orders for supplies.
- Completes appropriate paperwork.
- Communicates building needs to school administrator(s) and the Director of Building Services.
- Conducts safety inspections according to OSHA and follows guidelines.
- Has ability to regularly lift 30 to 50 pounds and occasionally up to 70 pounds.
- Displays a positive and courteous attitude.
- Follows all Board of Education policies.
- Maintains confidentiality of student/staff/school-related information at all times.
- Performs other duties as assigned by the school administrator(s) and Supervisor of Building Services.

HOURLY RATE OF PAY: \$15.29

AVAILABILITY: September 1, 2017

CLOSING DATE: Open Until Filled

Interested candidates should apply on-line (link available at [www.stafford.k12.ct.us](http://www.stafford.k12.ct.us)> Employment Opportunities) and include a resume and three (3) letters of reference.

**INCOMPLETE APPLICATION PACKETS WILL NOT BE CONSIDERED.**

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Posting # 4 (CC #296)